АКАДЕМИЯ НАУК СССР

Э. М. БАСС

ПОСОБИЕ ПО КОРРЕСПОНДЕНЦИИ

АНГЛИЙСКИЙ ЯЗЫК



ИЗДАТЕЛЬСТВО «НАУКА»

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КАФЕДРА ИНОСТРАННЫХ ЯЗЫКОВ

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ИЗДАТЕЛЬСТВО «НАУКА»
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Е. Ф. Дмитриева

INTRODUCTION

Letter-writing is an essential part of communication, an intimate part of experience. Each letter-writer has a characteristic way of writing, his style of writing, his manner of expressing his thoughts, ideas, etc. but it must be emphasized that the routine of official or semi-official business letters require certain accepted idiom, phrases, patterns and grammar which are found in general use today. Certain skills, therefore, must be acquired by practice, and details of writing must be carefully and thoroughly learnt.

The purpose of this Manual is to convey to the letter-writer these skills through the specimens of letters presented herein. The language of official and semi-official business letters is formal, courteous, tactful, concise, expressive, and to the point. Modern English letters should not be exaggerated, over-burdened, outmoted with time-worm expressions. Modern letters tend towards using the language of speech, i. e. conversational style, carefully avoiding the usage of the last century jargon. However the full and complete transition is still taking place.

Writing is not only a means of communication and contact, but also a record of affairs, information, events, etc. In this connection the Manual presents such specimens of letters which deal with inquiry, exchange of literature, congratulations, invitations, etc. The types of letters presented in this Manual include many varieties, but certainly cannot meet all the situations that the correspondent requires. Nevertheless the classification of specimen letters and patterns presented in this Manual will surely enable the letter-writer to build up his own letters. The Manual intentionally carries a large number of specimens so that the reader can feel the spirit and trend of the style of modern letters.

This Manual is intended for those who have knowledge of the English language and a fair vocabulary. The Manual consists of 9 sections, each section including letters, patterns, exercises, and a Russian-English vocabulary. All the names of persons in this Manual are fictious.

The Author trusts that this Manual will be of help to many scientists who correspond with their colleagues abroad. The Author also requests them as well as other readers to send in their suggestions and valuable remarks to the following address: Москва В-333, улица Вавилова 30 А, Кафедра иностранных языков АН СССР.

The Author

SECTION ONE

MAKE-UP OF THE LETTER

A neatly arranged letter will certainly make a better impression on the reader.

The layout of business and private letters are more or less common in all countries.

There are seven parts in a letter:

1) the heading (i.e. the sender's name and address),
2) the date,
3) the inside address (i.e. the recipient's name and address),
4) the opening salutation,
5) the body of the letter,
6) the closing salutation,
7) the signature.

The general pattern of a business letter will have the following pictures.

Layout of a business letter with a printed letterhead

	(1) The heading		
		(2) The date	
	(3) The inside address		
Margin	(4) The opening salutation		Mar-gin
	(5) The body of the letter		
		(6) The closing salutation	
		(7) The signature	

Example of a business letter with a printed letterhead

(1) Browning's Counting Instruments,
15 Highgate Street,
London, S.W. 10,
England

cables: telephones:

(2) 25th May, 19...

(3) Institute of Biology,
16 Lenin Avenue,
Moscow,
USSR

(4) Dear Sir,

(5) We are sending you under separate cover our catalogue and price-list.

(6) Yours truly,
(7) Thomas J. Jackson
Export Manager

Layout of a typed letter

Margin		(1) The heading (2) The date	Margin
	(3) The inside		
	(4) The opening salutation (5) The body of the letter		
		(6) The closing salutation (7) The signature	

Example of a typed letter

Institute of Organic Chemistry,
Lenin Avenue 23,
Moscow,
USSR

23rd March, 19...

Prof. S. Smith,
4 Grey St.,
London, N.E. 20,
England.

Dear Prof. Smith,

Thank you very much for your kind invitation to take part in the Symposium.

It gives me great pleasure to accept your invitation and I look forward to seeing many of my friends there.

Sincerely yours,
S. Petrov

1. THE HEADING

The letterhead of an institution, organization, firm, etc. is usually printed. If there is no printed letterhead, the typed heading should be arranged neatly on the top right-hand side of the page. The address is typed in full to ensure correct delivery of a reply.

The heading provides all necessary information: the name and address of the institution, organization, firm, etc. or the name, position, title and address of the sender, the telephone numbers and the telegraphic address or any other details that may be required such as reference numbers, codes, etc.

If the heading is typed or written by hand it may be arranged in steps or blocks (mostly in usage today, especially, in the USA).

Here are some examples of standard headings that are used by Soviet, British and American institutions, organizations, etc. and by private persons.

Printed letterheads

USSR

Академия наук СССР
Союз Советских Социалистических Республик
Институт языкознания

г. Москва
ул. Энгельса, № 14/2
Телефон:

Дата
№

Great Britain

Pearson Press
14 Brown St.
London, E.W. 14
England

cable address:

telephones:

USA

Consultant's Bureau Inc. *
324 W.** 19th St., New York 11
N. Y., USA

* Inc.— Incorporated.
** W.— West.

Typed letterheads

In steps:

Prof. S. M. Kotov,
Institute of Chemistry,
Leninskii Prospekt * 23,
Moscow B-114,
USSR

Mr. S. Smith, F.R.S. **
43 Brown Str.,
London, E4,
Great Britain

In block:

Prof. S. Tenson
Department of Chemistry
University of Columbia
New York, N.Y.
USA

Prof. A. B. Smirnov
Ul. Vavilova 24, apt. 3
Moscow B-102
USSR

The words: street, road or avenue may be abbreviated — St. (Str.), Rd., Ave.: West St., Highland Rd., Charles Ave.

If the street has a number, it must be written out , i.e. 24 Second Ave. or 135 Fifty-fourth Str., but 24 W.18th St. (because «W.» separates the two figures).

Each line in the address should be set off by a comma, although this is not always observed, especially in the USA. If the letter is sent to the USA, it is necessary to put a comma between the city and the state.

The names of the American states are abbreviated:

1. Alabama — Ala.
2. Alaska — Alas., Als.
3. Arizona — Ariz.
4. Arkansas — Ark.
5. California — Cal., Calif.
6. Colorado — Col., Colo.
7. Connecticut — Conn.
8. Delaware — Del.
9. Florida — Fla.
10. Georgia — Ga.,Geo.
11. Hawaii Island — H.I.
12. Idaho — I., Ida.
13. Iowa — Ia.
14. Illinois — Ill., Ills.
15. Indiana — Ind.
16. Kanses — Kan., Kans.

---

* The names of the streets or avenues may be typed transliterally, i. e. Vernadskii Prospekt or Vernadsky Avenue; Ul(itsa) Kachalova.

** F.R.S.— Fellow of the Royal Society.

17. Kentucky — Ken.
18. Louisiana — Lou.
19. Minnesota — Ma., Minn.
20. Maryland — Md.
21. Massachusetts — Mass.
22. Maine — Me.
23. Mississippi — Mi., Miss.
24. Michigan — Mich.,
25. Missouri — Mo.
26. Montana — Mon., Mont.
27. Nebraska — Neb., Nebr.
28. Nevada — Nev.
29. New Hempshire — N. H.
30. New Jersey — N.J.
31. New Mexico — N.M.
32. New York — N.Y.
33. North Carolina — N.C.
34. North Dakota — N.D., N.Dak.
35. Ohio — O.
36. Oklahoma — Okla.
37. Oregon — Ore., Oreg.
38. Pennsylvania — Pa., Penn., Penna.
39. Rhode Island — R.I.
40. South Carolina — S.C.
41. South Dakota — S.D., S.Dak.
42. Texas — T.,Tex.,Tx.
43. Tennessee — Tenn.
44. Utah — U.,Ut.
45. Virginia — Va.,Vir.
46. Vermont — Ver., Verm., Vt.
47. Washington — Wash.
48. West Virginia — W. Va.
49. Wisconsin — Wis.,Wisc.
50. Wyoming — Wy., Wyo.
District of Columbia — D.C.

2. THE DATE

Careful attention should be given to the manner of writing the date at the heading and in the body of the letter.

The date is placed under the heading of the sender's address, usually one or two spaces, either in step or block with relation to the sender's address.

Great Britain	USA
Mr. Robert S. Canster, 36 North Street, London, S. W. 10, England	Mrs. S. Brown 125 W. 23rd St. New York, N. Y. USA
18th March, 19...	March 18, 19...

In Great Britain and in many countries the date at the head of the letter is written in the following way: *12th March, 1964*, or *March 12th, 1964*, or *12 March, 1964*.

In the USA the date is written so: *March 12, 1964*.

This style of writing the date is gradually becoming adopted in Great Britain and other countries. In both cases

the year should be preceded by a comma, although this is not always observed by the letter-writer. It should be borne in mind that complete and unabbreviated dates are absolutely essential.

Many letter-writers abbreviate the date in such a manner: *3/8/64*. This way of writing the date should be thoroughly excluded because it may lead to a confusion, especially in international correspondence. In Great Britain this date is read so: the third of August nineteen sixty-four; in the United States — the eighth of March nineteen sixty-four

In Great Britain	In USA
3 / 8 / 64	3 / 8 / 64
the day — the month — the year	the month — the day — the year

It is permitted to abbreviate the names of some months, although this is not the usual practice:

1. January — Jan.
2. February — Feb.
3. March — March
4. April — Apr.
5. May — May
6. June — June
7. July — July
8. August — Aug.
9. September — Sept.
10. October — Oct.
11. November — Nov.
12. December — Dec.

The numeral figures are written thus:

1st, 21st, 31st; 2nd, 22nd; 3rd, 23rd; 4th, 5th, 6th, etc.

A special section in this Manual will deal with writing dates in the body of the letter.

3. THE INSIDE ADDRESS

The inside address (recipient's address) includes the name, title and full address of the person or group of persons to whom the letter is directed. The inside address is typed on the left-hand margin, two spaces below the date, or in the lower left-hand part of the letter sheet two or three spaces below the signature.

The inside address may be written in step or block style. In American letters all lines start at the same margin. At any rate it must be remembered that if the sender's address

is typed indented, the inside address should also be indented; if the sender's address is typed in block style, the inside address should be in the same style.

Great Britain

Dr. S. M. Smirnov,
Ul. Moskvina 15, apt. 7,
Moscow,
USSR

16th December, 19...

Mr. M. S. Keech,
15 Dayton Street,
London, W.E. 3,
Great Britain

Instead of writing Mr. M. S. Keech, it is possible to write: *M. S. Keech, esq.* (Esq.— esquire).

USA

Dr. S. M. Smirnov
Ul. Moskvina 15, apt. 7
Moscow
USSR

December 16, 19...

Prof. M. S. Tenson
Vice President
Research Center
447 Tenth Street
New York 23, N.Y.
USA

The initials of the first name are placed in front of the surname.

The titles, scientific degrees and professional occupations are placed after the surname, preceded by a comma: *Mr. L. B. Smith, assistent professor, Mr. S.R. Jones, B. A.*

B. A.— Bachelor of Arts
Ph. D.— Doctor of Humanities (Philosophiae doctor)
Lit. D.— Doctor of Literature
M. D.— Doctor of Medicine
M. Pd.— Master of Pedagogy
B. C.— Bachelor of Chemistry
M. C.— Master of Chemistry
D. C.— Doctor of Chemistry

The inside address may be written on the left-hand side, two or three spaces below the signature in the following way (unless it is not a business letter to a firm on the purchase of something):

Sender's address
Date

Opening salutation
Body of the letter

Signature

Mr. S. M. Smith,
12 Essex St.,
Liverpool,
Great Britain

4. THE OPENING SALUTATION

The opening salutation or greeting is flush with the left-hand margin under the inside address after leaving a double space. In Great Britain the opening salutation is followed by a comma (*Dear Sir,*), in the USA — by a colon ((*Dear Sir:*) and sometimes by a colon and dash (*Gentlemen: —*). The opening salutation is never followed by an exclamation mark or by a dash only.

When writing to persons the following salutations are used:

Dear Sir, (:)
Dear Madam *, (:)
Dear Miss, (:)
} formal salutations

Dear Mr. Smith, (:)
Dear Mrs. ** *Smith*, (:)
Dear Miss *** *Smith*, (:)
Dear Dr. Smith, (:)
Dear Prof. Smith, (:)
Dear Colleague, (:)
My dear **** *Mr. Smith*, (:)
} less formal salutations

When writing to an institution, organization or business firm the official salutations: *Dear Sirs*, *Messrs* (in addressing a partnership), *Dear Madam*, *Gentlemen* (in the USA) are used.

Great Britain

Dr. S. M. Smirnov,
Ul. Moskvina 15, apt. 19,
Moscow,
USSR

12th December, 19...

Dr. N. V. Kisnotch,
14 Dayton Street,
London W. E. 3,
Great Britain

Dear Dr. Kishotch,

---

* If the letter-writer is not sure whether the lady is married or unmarried.
** To married woman.
*** To unmarried woman.
**** *Dear* is not capitalized if preceded by the possessive pronoun *my*.

Dr. S. M. Smirnov
Ul. Moskvina 15, apt. 19
Moscow.
USSR

December 12, 19...

Dr. N. Koumirst
12 W. Thirty-Second St.
New York 43, N.Y.
USA

Dear Dr. Koumirst:

5. THE BODY OF THE LETTER

The body of the letter is the text itself. Each paragraph should deal with one subject, brief, concise and accurate excluding all matters not relevant to the purpose of the letter, especially if it is a business or an official letter. It is best to avoid too long paragraphs. The style of letter-writing requires certain accepted phrase patterns which this Manual gives special consideration to. The writer must be tactful, courteous, sincere, respectful, etc.

The first paragraph usually starts two lines below the salutation: it is either aligned with the salutation, in block-style, the paragraphs being flush with the left-hand margin, without indentation; it may be in indented style, the first line of each paragraph indented, usually three to six spacings from the margin or immediately below the end of the salutation.

Block style is generally used in the USA, indented style in Europe and other countries although there is a growing tendency to use the block style.

Short letters are usually double-spaced (two lines); longer letters — single-spaced (one line) with double spaces between the paragraphs. Many-paged letters should be numbered; the number is written on the bottom of the sheet, in the middle.

6. THE CLOSING SALUTATION (SUBSCRIPTION)

It is customary to close a letter with a closing salutation. The closing salutation is separated from the body of the letter by a double space (line) aligned with the date or immediately at the centre of the page. It always begins with a capital letter and is punctuated with a comma. Most commonly-used closing salutations in business and official letters to institutions, organizations, firms are: *Yours truly* or *Truly yours* (Amer.) *Yours faithfully* or *Faithfully yours* (Amer.).

In letters addressed to a person the following subscriptions are usually used: *Yours truly* or *Truly yours*, *Yours sincerely* or *Sincerely yours*. *Yours truly* is a proper closing salutation for impersonal business correspondence and communication.

Yours sincerely indicates a spirit of friendliness and informality. It is customary for colleagues to write *Yours sincerely* rather than *Yours truly* or *Yours faithfully*.

Other salutations are: *Yours respectfully*, *Yours cordially*, *Yours affectionately*, *Yours obediently*. *Yours respectfully* is falling into disuse. It is used when the writer expresses his sincere respect for the reader, especially from a subordinate to his superior. *Yours cordially* is often used, especially when sending congratulations, New Year wishes, holiday greetings, etc. to your friends.

Yours affectionately is used among closely-related persons: wife, husband, children, and dear friends. *Yours obediently* is archaic.

The subscription may be prefaced by a participle phrase:

Looking forward to seeing you,
I remain,
Yours sincerely,

although there is a tendency to use a simple sentence instead of a participle phrase:

I hope this date will suit you.
Yours truly,

7. THE SIGNATURE

The signature is written by hand immediately below the subscription. Formal and business letters require the full signature: the first line — the name of the institution (typed),

the second line — the writer's name and the third line — the writer's title, scientific degree or position (typed):

Yours sincerely,
The Thompson Institute
(signature)
Director

When the letter is signed on behalf of another, especially an institution, organization or firm, it should have the following signature:

Cornwall Publishers
(*p.p**. *A. B. Smith*)

In many cases the letter is signed without giving the name of the institution, organization or firm, since it is already mentioned in the heading:

Yours truly,
(signature)
Assistant Professor of Mathematics

Informal letters to friends, acquaintances are simply signed by the writer without indicating the name of the firm, organization or institution the writer represents or his title, scientific degree or position. The first name can be written in the full or the initial: *Peter B. Chase, I. Smirnov, J. Smith.* A woman's signature usually includes the first name: *Nina H. Petrova.* If the woman prefers signing without her first name she should write *Mrs.* or *Miss* to avoid confusion: *Mrs. N. H. Petrova, Miss M. R. Lowell.*

SUPPLEMENTS IN OFFICIAL AND BUSINESS LETTERS

T h e a t t e n t i o n l i n e is written two lines below the inside address either on the same vertical or in the middle of the sheet of the paper when the latter wishes to draw special attention of a particular person and desires a prompt reply. The attention line should be underlined:

Brown Laboratory Equipment,
15 Haygate Street,
London, N. E. 3,
Great Britain.

Attention: Export Manager.

* p.p.— per pro (on behalf of).

or: *Brown Laboratory Equipment,*
15 Haygate Street,
London, N. E. 3,
Great Britain.

For the Attention of Mr. S. M. Smith
Export Manager.

The subject line is written two lines below the open salutation and in the middle of the sheet of the paper. The wording *Subject*: or *Re*: (*regarding*) is typed before the subject-matter and indicates what the letter is about. The subject line should be underlined.

Brown Laboratory Equipment,
15 Haygate Street,
London, N. E. 3,
Great Britain

Dear Sirs,

Subject: Order № 829.

In accordance with your request...

The typist's reference, the initials of the writer and of the typist, is typed on the same line as the date on the left or on the same line with the signature, and is used to enable tracing earlier correspondence on a certain subject.

The writer's initials are separated from the typist's initial by a virgule or a colon.

LA/EB or *LA* : *EB*
LA/eb or *LA* : *eb*
la/ eb or *la* : *eb*

The enclosure:

a) *Encl*: = Enclosure which indicates that attached to this letter there is an insertion, e. g. a document, a paper, etc.

b) CC: = circular correspondence, i. e. corresponding letters were dispatched to other persons. For example CC: *list of names* means the letter contains a list of names to whom the corresponding circular was sent.

Encl(osure): or CC: is typed in the lower left-hand corner wo spaces (lines) below the signature:

	Yours truly,
ESB/ef	E. S. Brown
Encl: copy of document	

	Yours truly,
ESB/ef	E. S. Brown
CC: list of names	

R. S. V. P.

In letters of official invitations to persons the abbreviations R.S.V.P. (Fr.: Répondez s'il vous plaît' Answer, if you please') is typed mainly in the lower right-hand corner, two spaces (lines) below the body of the invitation.

THE ENVELOPE

The address on the envelope should be written in full in order to ensure correct delivery. The whole address of the recipient should begin from the middle of the envelope.

THE LAYOUT OF THE ENVELOPE

1. Letters addressed to institutions, organizations or firms:
   1st line — name of the institution, organization or firm,
   2nd line — house number and name of the street,
   3rd line — name of the city, postal district *,
   4th line — name of the country (usually underlined).
2. Letters addressed to official persons:
   1st line — name of the person,
   2nd line — title or position,
   3rd line — name of organization or institution,
   4th line — house number and name of the street,
   5th line — name of the city, postal district *,
   6th line — name of the country (underlined).
3. Letters addressed to private persons at their homes:
   1st line — name of the person,
   2nd line — house number, name of the street and apartment number preceded by a comma,
   3rd line — name of the city, postal district
   4th line — name of the country (underlined).

The sender's (return) address is written in the upper or lower left-hand corner of the envelope or sometimes on the flap of the envelope (if it is a private letter).

In Great Britain each line is usually stepped and set off by commas. In the United States the lines are blocked and without comma.

Layout of envelopes

Sender's address		Stamp
	Postal remarks	
		Recipient's address

* If the address is an American one it is necessary to indicate the name of the state, usually abbreviated and preceded by a comma.

Postal remarks Stamp.

Recipient's address

Sender's address

Examples of envelope addresses

Great Britain

Dr. E. S. Galkin,
USSR Akademia Nauk,
Leninskii Prospekt 14,
Moscow, USSR.

Stamp

Prof. R. Calvert,
14 Stand Street,
Nottingham,
England.

USA

Columbia University
in the City of New York
Lamont Geological Observatory
Torrey Cliff, Palisades, New York.

Stamp

Academy of Sciences, USSR
14 Lenin Avenue
Moscow,
USSR

ENVELOPE SUPPLEMENTS

1. Attention line may also be found on the envelope of the letter, two lines below the address: *Attention Export Manager, Mr. Brown* or *For the attention of the Export Manager.* The attention line should be underlined.

2. c/o — care of.

If a letter is sent to a person whose house address is unknown or who is travelling in some other country, but who is connected with some institution, organization or firm, the address on the envelope should be typed in such a manner:

Dr. A. S. Housegay,
c/o London University,
London,
Great Britain.

or:

Dr. P. M. Kuzmin
Columbia University
New York, N. Y.
USA
c/o Mr. R. Brown

3. Postal remarks *Registered, Air Mail, Via Air Mail,* etc. are typed two or three spaces above the recepient's address a little to the left.

EXERCISES

I. Write the following dates at the heading of the letter:

1. The fourth of April, nineteen sixty-one.
2. The second of June, nineteen sixty-four.
3. The twenty-third of May, nineteen fifty-eight.
4. The tenth of November, nineteen sixty-five.
5. The first of March, nineteen sixty-three.
6. The thirty-first of August, nineteen sixty.
7. The third of January, nineteen fifty-nine.
8. The sixteenth of July, nineteen sixty-three.
9. The twenty-second of October, nineteen sixty-four.
10. The nineteenth of September,nineteen fifty-two.
11. The twenty-fifth of December, nineteen sixty-four.
12. The twenty-first of February, nineteen sixty-five.

II. Make up the letter models:

Sender's address	Inside address	Supplement	Date
The Royal Society Berlington House London, W. I. England	Academy of Sciences of the USSR, Leninskii Prospekt 14, Moscow, USSR	PAM/a:b (typist's reference)	3rd June, 19...
Elsevier Publishing Company, 110—112 Spuistraat, Amsterdam C, The Netherlands	Journal of Biological Chemistry, Ul. Arbat 23, Moscow, USSR	Attention: Mr. R. B. Belov, editor	15th April, 19..
Prof. S. P. Spirin Lomonosov Ave. 3, apt. 36 Moscow USSR	Mr. A. N. Joyce, associate-professor Cornell University Ithaca, N. Y. USA	Subject: Diffraction wave	March 10, 19...
Dr. R. A. Komarov Moscow State University Department of History, Moscow, USSR	Dr. R. S. Reese 12 Aberdeen St. Liverpool, C.4 England		25th May, 19...
Miss Doris Smith 1105 Lexington Ave. New York 25, N. Y. USA	Dr. S. V. Pavlova Pulkovo Observatory Leningrad, USSR	Re: Symposium on «The Moon»	October 12, 19..

III. Read the following dates:

1. 12th April, 1962
2. 3rd November, 1963
3. 20th January, 1964
4. 31st March, 1965
5. 5th December, 1960
6. 22nd February, 1961
7. 10th May, 1962
8. 23rd October, 1963
9. 19th September, 1964
10. 1st July, 1965
11. 2nd August, 1962
12. 24th November, 1963
13. June 2, 1953
14. April 4, 1954
15. January 15, 1955
16. November 12, 1956
17. September 3, 1957
18. August 11, 1958
19. March 9, 1959
20. February 26, 1960
21. December 31, 1961
22. May 11, 1962
23. July 1, 1963
24. October 22, 1964

IV. Correct the following mistakes in the dates written in the headings:

1. 2st April, 1963
2. 24th, June, 1964
3. 10nd August, 1962
4. 18th Mar., 1963
5. 31rd May, 1963
6. 23rd of July, 1964
7. 11.2.1963
8. 31st June, 1965
9. July, 14, 1961
10. August 12 1965
11. 1964, January 16
12. July 15th, nineteen sixty-four

SECTION TWO

Section two deals with patterns and phrases which are commonly used in letters informing about sending printed matter; replying to letters, acknowledging receipt of letters or printed matter; phrases used in opening and ending a letter, and dates.

INFORMING ABOUT SENDING PRINTED MATTER

Letter 1

6th April, 19...

Dear Colleague,

I am sending you with this letter the reprints you are so much in need of. I hope you will find them interesting and useful in your work.

If I can be of any help to you in future, please do not hesitate to write me.

With best wishes,

Yours sincerely,
S. V. Williams

Letter 2

10th January, 19...

Dear Sir,

Subject: The Nuclear Spins of the Cluster of Alkali Atom.

I have the pleasure of sending you under separate cover the galley proofs of the translation of your manuscript. «The Nuclear Spins of the Cluster of Alkali Atoms» for your correction. Since your manuscripts is to go to press in March we ask you to return it to us with all the appropriate corrections not later than the 15th February.

Please acknowledge receipt of the manuscript.

Yours sincerely,
Charles A. Cornwell,
Editor

CAC/RS

Letter 3

February 12, 19...

Dear Dr. Jones:

Thank you very much for sending me your book «Enzymes». It will certainly be a great pleasure to read it. Dr. Stanley has recently informed me that you have contracted influenza. I hope you have recovered by now and already back at your work.

With best wishes,

Yours sincerely,
Semyon S. Livitin

Here are some of the most common opening phrases in letters carrying information about sending printed matter, documents, etc.:

1. I am sending you this letter to inform you that...
2. I am sending you under separate cover...
3. I have the pleasure of sending you (under separate cover)...
4. By the same mail (letter) I am sending you...
5. We are sending you herewith (herein)...
6. I enclose herewith (herein)...
7. You will find enclosed (with this letter)...
8. Please find enclosed...
9. Attached to this letter you will find....
10. I sent you by surface mail (by air mail)...

Expressing thanks for sending letters:

1. Thank you for sending me ...
2. It is so kind of you to send me ...
3. I am grateful to you for sending me ...
4. I am much obliged to you for sending me ...

ACKNOWLEDGING RECEIPT OF LETTERS OR PRINTED MATTER

Letters are acknowledged when we wish to confirm receipt of the sender's letters usually informing of the dispatching of any special literature, papers, material to the recipient. A letter of acknowledgement always expresses the recipient's gratitude and thanks and, therefore, it should be written in a courteous style.

Letter 1

June 19, 19...

Dear Dr. V. Smithson:

We acknowledge receipt of your letter of June 6, 19... and thank you very much for the seeds you sent us.

Sincerely yours,
F. I. Nikitin

Letter 2

23rd September, 19...

Dear Mr. Hemphrey,

This is to acknowledge with thanks receipt of № 9 of your bulletin «Physical Problems».

I trust you are receiving our publications regularly.

Yours sincerely,
A. B. Lebedyev.

Letter 3

May 6, 19...

Dear Dr. Williams,

I wish to acknowledge with many thanks the receipt of your letter of 6th April and express my gratitude to you for sending me the reprints.

With best wishes,

Yours sincerely,
Roman A. Konstantinov

Letter 4

October 5, 19...

Dear Prof. Bogdanov,

We thank you very much indeed for your contribution to the Journal of Geology. Your paper «The Migration of Mercury in the Earth's Crust» will appear in November's issue.

We are sending you with this mail 10 reprints of your article and request you to acknowledge receipt of same.

We are looking forward to receiving new contributions from you and your colleagues.

Yours sincerely,
Henry S. Dickford
Editor

HSD : VS

Letter 5

13th January, 19...

Dear Mr. Dickford,

Thank you very much for your letter of 3rd January concerning my paper «The Migration of Mercury in the Earth's Crust».

I acknowledge with thanks receipt of the reprints which arrived with the same mail.

I have approached some of my colleagues with your request for contributions to the Journal of Geology. Professor F. S. Kondratov of the Institute of Rare-Earth Metals was kind to inform me that he was finishing the translation of his article and would probably be able to send it to you in several days.

Once again I thank you for your letter and the reprints.

With best wishes,

Yours sincerely,
Sergei V. Bogdanov

Opening lines for acknowledging receipt of letters and expressing gratitude and thanks * for them:

1. We acknowledge (confirm) receipt of your letter of 7th April 19...
2. Receipt is acknowledged of your letter of 10th June 19...
3. We have pleasure in acknowledging receipt of your letter of July 23rd.
4. We are in receipt of your letter of 24th April.
5. We are pleased (very glad) to receive (have) your kind letter of January 14th.
6. It is (was) a great pleasure to receive your letter of 10th April...
7. I have received your letter of March 10...
8. I have your letter of November 10...
9. Your letter of January 15th has just arrived.
10. This is to inform you that I have received your letter of 12th June.
11. Your letter of April 12th to Dr. M— has been received here during his absence.
12. I am very (most) grateful to you for your letter of May 2...
13. I am delighted to receive your letter of 6th February.

* See Section 3 for other expressions of gratitude and thanks.

14. It was a great pleasure to hear from you.

15. I cannot tell you how pleased I was to receive your letter.

16. I wish to thank you most sincerely for your kind letter of July 12...

17. (We) thank you very much for your kind letter of May 10...

18. Many thanks for your letter of June 17.

REPLYING TO LETTERS

The recipient's answer to the sender's letter usually starts with a reply line at the beginning of the letter. When a writer requests a reply to his letter, or wishes to express his gratitude for replying to his letter, the reply line is usually written at the end of the letter.

Letter 1

June 10th, 19...

Dear Sir,

In reply to your letter of June 5th, we enclose a copy of the May issue of the «Geographical Magazine».

Please acknowledge receipt.

Yours truly,
Roger S. Samson

Enclosure

Letter 2

March 10th, 19...

Dear Prof. Smith,

In reply to your letter of March 3rd we have much pleasure in informing you that we have arranged for a delegation of 5 experts to participate in the Council Meeting to be held in Paris from March 20th to 25th.

With best wishes,

Yours sincerely,
Thomas C. Carlson

Letter 3

14th November, 19...

Dear Prof. Belov,

Please forgive me for not replying sooner to your kind letter of the 21st October. When your letter arrived I was away on a lecture tour and only returned a week ago.

I am very grateful to you for sending me the information I requested from you. It will be of great help to me.

I look forward to seeing you soon in this country.

With kindest regards,

Yours sincerely,
A. B. Jones

Letter 4

June 9, 19...

Dear Sir,

The National Committee of Botany is planning to arrange a Symposium in early August and requests you to present a paper on one of the following subjects:

1. . . . .
2. . . . .
3. . . . .

Will you kindly let us have an early reply informing us on which subject you are going to speak.

Trusting to hear from you soon,

I remain,
Yours sincerely,
M. S. Carroy

Reply lines (at the beginning and the end of the letter):

1. In reply (answer, response) to your letter of (the) 23rd March...

2. Replying to your letter dated (the) 7th April...

3. This is in reply to your letter of May 9th about (regarding, concerning)....

4. It is a great pleasure to reply to your letter of June 10th.

5. We very much regret not to have replied to your letter of March 3rd...

6. I am awfully sorry not to have replied to your letter of February 6th...

Requesting a reply (usually at the end of the letter):

1. We should appreciate a prompt reply.
2. We should appreciate to receive your reply at your early convenience.
3. Your reply by return of mail would be appreciated.
4. A prompt reply would be appreciated.
5. Please send us a reply at your earliest convenience (as early as possible).
6. Will you kindly let us have an early reply.
7. Will you kindly reply to this letter.
8. It will be a pleasure to have an immediate reply from you.
9. Please note that a reply is required by (the) 18th March without fail.
10. I shall very much regret if I do not have a reply from you.
11. Awaiting (In anticipation of) your reply, I remain,...

Appreciating a reply (at the beginning or end of the letter):

1. I very much appreciate having a reply from you.
2. I appreciate your prompt reply (answer).
3. I am very grateful to you for your reply to my letter of July 22nd, 19...
4. Thank you (Many thanks) for your prompt reply of 15th October.
5. It is (was) a great pleasure to receive your reply.
6. I am very glad (happy) to have your reply of 10th August, 19...

Expressing delay in replying:

1. I am very sorry to have taken so long in replying to you.
2. Please excuse me for my late reply.
3. Please forgive me for not replying sooner to your kind letter of 21st March.
4. I apologize for my delay in replying to (answering) your letter.

Some opening lines regarding reference, addition, accordance:

1. Referring to your (our) letter of 10th October...
2. With (further) reference to our letter of 1st April...
3. I hereby wish to refer to our previous correspondence.

4. Reference is made to your (our) letter of March 3rd...
5. We have been referred to you for...
6. Prof. J. has referred us to you for...
7. As we mentioned in our previous letter dated November 8th...
8. Further to our letter of 14 September...
9. In addition to our letter of 7th July...
10. According to your letter (request)...
11. In accordance with your letter (request) dated 10th May...
12. In conformity with your letter (request) of August 12, 19...

Closing phrases and sentences customarily show a friendly and respectful attitude towards the recipient often expressing thanks and gratitude.

Here are some phrases and sentences which are used in ending the letters:

1. With best wishes (regards).
2. With best personal wishes (regards).
3. With kind (kindest) regards.
4. With best wishes and regards.
5. With every good wish and warm regards.
6. With my cordial good wishes.
7. Please give (send, convey, extend) my best regards to...
8. I extend my best wishes to you.
9. My best wishes to yourself and to your wife.
10. With compliments.
11. Accept the assurance of my highest consideration (respect).
12. Please give my sincere and warm remembrance (regards) to...
13. Meanwhile I wish to remain,...
14. I wish, particularly, to express my thanks to you.
15. Cordially thank you for your kindness and I am,...
16. Thank you once again for...
17. Thank you for your prompt attention.
18. Thanking you and expecting your reply at your earliest convenience, I remain,... (I am,...)
19. Apologizing, we remain,...

In many letters closing phrases and sentences may begin with such verbs as: *to trust*, *to hope* and *to look forward* *.

Here are some patterns:

1. I hope that we shall have the pleasure of seeing you again at the next congress.
2. I hope your visit will be fruitful.
3. I hope I will be able to visit your Institute during my stay in your country.
4. I hope to hear from you soon and remain with kindest personal regards.
5. I hope to receive your favourable reply (especially after making a request).
6. I trust you are receiving our publications regularly.
7. I trust to hear from you soon.
8. I trust you will reply to us at once.
9. We trust you will consider our request.
10. We look forward to hearing from you.
11. I am looking forward to seeing you soon.
12. We look forward to the opportunity (of + *gerund*, *or* that we...)
13. I look forward to the possibility (of + *gerund*, *or* that I...)
14. We look forward to welcoming you in this country.
15. I look forward to the pleasure of seeing you.

ABOUT DATES IN THE BODY OF THE LETTER

There are numerous ways of indicating or referring to the dates in the body of the letter.

1. I (have) received your letter of (the) 15th March.
2. I (have) received your letter of February 10(th) (mostly in the USA).
3. Further information will be sent to on (the) 22nd April.
4. Your letter of 10th December.
5. Your letter of June 16 (mostly in the USA).
6. Your letter of June 16th.

---

* After the expression *to look forward to* use a gerund and not an infinitive. Wrong: *I look forward to see you*. It should be: *I look forward to seeing you*.

7. We invite you to deliver a series of lectures in our Institute from 10th to 20th March.

8. I shall attend the Symposium in Toronto on 2nd — 4th October.

9. I intend visiting your country in June 19... (When the date refers to a time in the future it is advisable to mention the year.)

10. We expect your arrival in this country on the 15th January, 19...

11. In my letter to you dated (the) 20th March.

12. The final programme will be published at an early date in 19...

13. The Conference will last from May 20 through June 5, 19...

14. The dates which we envisaged for your visit to this country are Wed., July 11 to Sat., July 15, 19....

15. The plane will arrive on Monday, August 12th at 2 p. m.

16. We have received your letter of (the) 12th inst.

Remark: *inst.* is the abbreviation of *instant* meaning «this month of the year». There are two other forms: *prox.* (*promixo*) — meaning «next month» and *ult.* (*ultimo*) — meaning «last month»; e. g. *Further information will be sent to on the 22nd prox.*; *We received your letter of (the) 10th ult.* But these two are practically out of use today.

Avoid making the following mistakes:

Wrong: I received your letter of 12th February *of the current (last) year*.

Correct: I received your letter of 12th February, *19...* (when it is necessary to indicate the year it should be given in figures).

Wrong: I received your letter *from* 10th June.

Correct: I received your letter *of* 10th June.

Wrong: The conference will last from 10th June *till* 14th.

Correct: The conference will last from 10th *to* 14th June.

Wrong: I received your letter of *9/IX—64*

Correct: I received your letter of *9th September, 1964*.

EXERCISES

I. Translate into Russian:

1. In reply to your letter dated March 10th I wish to inform you that our Council is willing to discuss your proposal.

2. Further to our letter of March 10 I am happy to inform you that everything has been arranged for the translation of your book.

3. With this letter I am sending you the list of names and the titles of the reports. Please acknowledge receipt.

4. Thank you for your letter of the 19th December and for the material which you enclosed with it.

5. In accordance with your letter we have the pleasure of sending you the material you need.

6. On behalf of our Institute I wish to acknowledge with sincere thanks the receipt of your letter of the 12th May.

7. With very pleasant recollections of the many good days we have spent together and kindest regards from S— to Prof. B—, I remain, Yours sincerely, C—.

8. Thanking you in anticipation, and with all good wishes, I remain, Yours sincerely, P—.

9. With my own keen anticipation of your visit to this country in June 19..., I am, Yours sincerely, M—.

10. It was a great pleasure to make your acquaintance at the Congress and I look forward to the possibility that we may meet again in this country.

11. I trust you will inform me of the date I am to come to London, and hope to be there in time.

12. We shall be looking forward with pleasure to receiving your manuscript in September.

13. Looking forward to meeting you in April and thanking you in anticipation, we remain, Yours truly, R—.

II. Translate into English:

1. С настоящим письмом посылаем Вам доклад профессора Е. Е. Маслова для публикации в сборнике докладов Симпозиума по вопросу «Фотосинтез при минусовых температурах».

2. Просим Вас подтвердить получение нашего письма от 10 мая с.г. и сообщить Ваши соображения по затронутому в нем вопросу.

3. Сообщаю Вам, что наша делегация прибудет в Париж самолетом 14 февраля в 14 часов.

4. Подтверждаем с благодарностью получение Вашего письма от 15 ноября с.г. с приложенной к нему копией проекта.

5. Благодарю Вас за письмо от 30 мая с приложенными к нему оттисками Ваших статей.

6. В ответ на Ваше письмо от 10 июня посылаю Вам наши последние данные и таблицы, которые, надеюсь, помогут Вам в Вашей работе.

7. Сообщаем Вам, что мы до сих пор не получили от Вас инструкции по эксплуатации и уходу за аппаратурой.

8. Я надеюсь, что мы будем иметь удовольствие видеть Вас снова на следующем конгрессе в гор. Брайтон в июне 19... года.

9. В ответ на Ваше письмо от 21 января с радостью сообщаю Вам, что ваши расчеты полностью совпадают с моими.

10. Искренне признателен Вам за любезное письмо от 17 октября с. г., которое я получил на днях.

11. Передайте большой привет Вашей жене.

12. С нетерпением жду Вашего ответа. С глубоким уважением...

13. Я надеюсь, что мне представится возможность поблагодарить Вас лично при нашей встрече.

14. С наилучшими пожеланиями, искренне Ваш...

III. Use the correct preposition if necessary:

1. Please acknowledge receipt (for, of) my reprint.

2. Attached (in, to) this letter you will find the document.

3. Please send (by, to) us a reply (to, at, for) your early convenience.

4. We look forward (to, for) the opportunity (to, of) meeting you.

5. I hope to see (of, from) you soon (in, at) this country (from, with) 3rd (till, to) 15th June and remain (in, with) kindest regards (for, to) you and (for, to) your wife.

6. (By, In) reply (for, to) your letter (of, from) 15th March, I am sending (for, to) you the charts and diagrams.

7. We invite you to attend the Symposium (in, to) L— (from, with) 17th (till, to) 20th July.

8. (In, By) according (with, to) your letter (of, from) June 10, I wish to inform (to, about) you that the time (for, of) your arrival is agreed (upon, with).

IV. Fill in the blanks with the appropriate word or expression ***to hope, convenience, acknowledge, regards, opportunity, contribution, galley-proofs, trust, reply***

1. I shall be looking forward to the... of thanking you in person.
2. In... to your letter I inform you that we have received your...
3. We... you will look through the... and return them in time to send to the printer.
4. I... you are feeling fine and working on your book.
5. I... you will... receipt of our samples.
6. Kindly convey my best... to your co-workers.
7. We are expecting an answer to our letter at your early...

V. Add introductory phrases according to the model:

...we have received your book.— We have pleasure to inform you we have received your book.

1. ...we have sent you the material.
2. ...with keen interest.
3. ...I remain, yours sincerely, P_.
4. ... to the opportunity of meeting you.
5. ... I inform you that your request is being studied by the Commission.

VI. Finish the lines according to the model:

Referring to your letter of....— Referring to your letter of 20th June I have sent you 3 copies of my paper.

1. In reply to your letter ...
2. I am looking forward to ...
3. Please acknowledge ...
4. In accordance with ...
5. I have the pleasure of ...
6. Thanking you in advance ...
7. I trust ...
8. Awaiting your reply ...

VII. Build up sentences by arranging the words in proper order:

1. Forward, to , from, eagerly, a message, am, you, I, looking, receiving.
2. Sending, separate, latest, «Who's Who», the, am, you, under, edition, I, of, cover.
3. The, of, seeds, acknowledge, we, thanks, with, receipt.
4. Regards, your, and, please, wife, best, children, my, give, to.

VIII. Make up sentences using component parts of each column:

I am sending you	receipt of	the samples
Please acknowledge	under separate cover	dated 2nd April
With further reference	to your letter	of June 12, 19...
I am happy	to thanking you for	the reprints
In reply	to your request	the material
I am looking forward	to send you	the tables
It was a great pleasure	for sending me	the data
Thank you	to receive	the results

SECTION THREE

Section three deals with patterns and phrases which are used to express gratitude, thanks or appreciation and to display courtesy and kindness.

GRATITUDE, THANKS AND APPRECIATION

Gratitude, thanks or appreciation should always be expressed to the person or establishment that was (is or will be) so kind as to render help, service or a favour to the person asking for it.

Gratitude, thanks or appreciation is also acknowledged in making an inquiry or request or upon receipt of information, printed matter, material, etc. as well as for a person's consideration or attention to the writer's matter or business.

Letter 1

12th June, 19...

Dear Prof. Jones,

I shall be very grateful if you send me a reprint of your article «Particle Accelerators» published in the Journal of Physics, 4 (1963) 137.

Yours sincerely,
Evgeniy F. Fedorov

Letter 2

15th March, 19...

Dear Dr. Hill,

I am very glad to send you my book which you are so keen to have (according to your previous letter). I hope you will find it useful and interesting to read.

This morning Dr. Komarov rang me up and informed me that you were awarded the... Prize for your work in the field of... Kindly accept my warmest congratulations and best wishes.

Yours sincerely,
Oleg F. Orlov

Letter 3

20th March, 19...

Dear Prof. Orlov,

It was a great pleasure to receive your letter of 15th March and your book which arrived by the same mail. I want to express my deep gratitude to you for sending me the book and for the kind congratulations. Please give my best regards to your wife and son.

Hoping to see you at the Congress in London, I remain,

Yours sincerely,
Henry R. Hill

Letter 4

27th March, 19...

Dear Sir,

We are very grateful to you for your letter of 23rd March and for the circular letter enclosed. We enjoyed reading about the photographic observational and computational techniques of keeping track of the minor planets, which were elaborated at your computing centre.

We greatly appreciate your kind invitation to participate in the International Co-operative Observational and Computational Program. Our Computing Centre lends its full support to this program and will contribute to the methods of keeping track of the minor planets.

Trusting to hear from you soon,

We remain,
Yours sincerely,
Andrei S. Smirnov

Letter 5

12th July, 19...

Dear Max Weiser:

It was a great pleasure to receive a letter from you. I am very glad to know that you have completed your lecture trip so successful and that you can now take up the research you started last May.

I am sure you will appreciate having my paper on «Action of Choline and Fat on the Formation of Phospholipides in

the Intestine». Therefore I avail myself the liberty of sending it to you, and hope you will find it interesting.

I am also sending you with this letter a few color photos of the Black Sea coast which I took during my vacation time.

Sincerely yours,
Vladimir Frolov

These are the most commonly-used patterns for expressing gratitude, thanks or appreciation:

1. I shall (should)* be most grateful if you are (were) (would be) able to...
2. I shall (should) be very grateful if you are (were) in a position to...
3. I shall (should) be grateful of an opportunity of... (*gerund*)
4. I wish to express my deep gratitude (thanks) to you for...
5. May I (Allow me to) express my sincere gratitude (thanks) to you for...
6. I am very thankful (grateful) to you for...
7. (I) Thank you so much for...
8. Please accept my sincere thanks (gratitude) for...
9. May I (Allow me to) take this opportunity of thanking (to thank) you for...
10. I should like to take (to make use of) this opportunity of thanking (to thank) you for...
11. I wish particularly to acknowledge my thanks to you for...
12. I shall (should) be much obliged if you...
13. I am (shall be) much obliged to you for (*or*: if you)...
14. I am (shall be) greatly indebted to you for (*or*: if you)...
15. I shall (should) very much appreciate your (*gerund*)...
16. We shall (should) appreciate it very much if you...
17. I am (shall be) most appreciative for...
18. I wish to express my full appreciation for...
19. I am very thankful to you for...

* In American English *will* and *would* are generally used, although this is also falling into use in British English.

COURTESY AND KINDNESS

The form and style of expressing gratitude, thanks or appreciation should always be presented in a polite and courteous manner. For this purpose there is a number of accepted courteous phrases which are extensively used in correspondence.

L e t t e r 1

15th June, 19...

Dear Dr. Nosov,

Referring to your letter of 7th June, we have the pleasure of sending you two copies of the proof of your article. We kindly ask you to arrange for the proof to be checked in detail and to return us one copy not later than June 30th.

Yours sincerely,
Thomas A. Jones
Editor-in-chief

TAJ/mr

L e t t e r 2

12th April, 19...

Dear Sir,

We acknowledge receipt of your letter of 7th April from which we learn that you came to know of our address through the courtesy of the Institute of Physics, Academy of Sciences of the USSR. It gives us great pleasure to inform you that our Company deals with Electric Resistances and are sending you list 613B giving full technical details of our AC Voltage and Current Control Models.

In anticipation of your reply, we remain,

Yours truly,
Charles R. Manson
Sales Manager

L e t t e r 3

23rd April, 19...

Dear Dr. Arlington,

It is a great pleasure to have a letter from you and to learn that you have recovered completely from your accident. Frankly speaking, I was very much worried about any possible consequences.

Dr. Maria Smirnova, a very good friend of mine, from Moscow University is to deliver a series of lectures at Camb-

ridge University and I am making use of this opportunity to send you a little present from Moscow. I hope you like it.

Prior to your accident I sent you a copy of our method of cultivating unicellular algae which proved to be very successful in our laboratory. I would like very much to have your opinion and to know whether it is possible to employ it under your laboratory conditions.

With best wishes,

Yours sincerely,
A. B. Karpov

Letter 4

5th May, 19...

Dear Dr. Karpov,

I wish to thank you sincerely for your kind letter of 23rd April.

I am happy to inform you that we have used your method of cultivating unicellular algae and the results are remarkable.

As soon as I complete the graphs and tables I will send them to you for comparison.

You cannot imagine how much I appreciate the fine present you sent me via Prof. Maria Smirnova. She has given me a short outline of the work you are carrying out in your laboratory. She is a very charming woman and I enjoyed the ine talks and discussions that we had.

I am looking forward to seeing you at the Colloquium in August.

With best wishes,

Yours sincerely,
Roger Arlington

Courtesy and kindness phrases and sentences:

1. Through (By) the courtesy of...
2. It would be a good kindness if...
3. I wonder if you would be so kind (good) as to...
4. Will you be so kind as to...
5. Will you kindly...
6. Kindly...
7. Please...
8. I shall (should) be happy (glad, pleased) if you..
9. We are so happy (glad, pleased) to...
10. We shall (should) be most happy (glad, pleased) to..

11. I cannot tell you how happy (glad, pleased) I am to...
12. I have much pleasure in...
13. It gives me great pleasure to...
14. It is (was, would be) a great pleasure (to me) to...
15. It is a great honour and pleasure to...
16. Thank you for your courtesy...
17. I am so grateful to you for your kindness.
18. I very much appreciate your kindness (courtesy).
19. I cordially (sincerely) thank you for your kindness.
20. I thank you very much for your kindness.
21. May I take (use) this opportunity of thanking you for all your kindness.

EXERCISES

I. Translate into Russian:

1. I should be most grateful if you would inform me the date of your arrival (departure).

2. Thank you very much for the abstract of your paper.

3. With many thanks I inform you that the papers have arrived in due course for publication.

4. Through the courtesy of Professor Hill we have learnt of your interest for very low pressure.

5. We are very appreciative to you for your help.

6. I wish to express my gratitude to you for the helpful co-operation and discussion.

7. I wish to express my deep gratitude to you for the book «The Mechanism of the Biosynthesis of RNA» that you have sent me.

8. Thank you for your courtesy in sending me the maps I am so much interested in.

9. I would be very glad if you would let me have your reply to this letter as soon as possible.

10. We shall be happy to render you our help and service.

II. Translate into English:

1. Мы будем признательны Вам, если Вы пришлете нам копию оттиска Вашей работы.

2. Благодаря любезности господина Брайена нам удалось установить наилучшие контакты с институтом и начать обмен литературой по интересующим нас вопросам.

3. Мы будем весьма обязаны Вам, если Вы вышлете нам Ваш последний обзор по новейшей литературе в области статистики и учета.

4. Весьма признателен Вам за Ваше поздравление и за библиографию, с которой я и мои коллеги по работе внимательно ознакомились.

5. Очень прошу Вас не отказать в любезности помочь д-ру химических наук Иванову встретиться с профессором Коунзом из Кэмбриджского университета, за что заранее благодарю.

6. Я был бы Вам очень признателен, если бы Вы могли передать эту книгу профессору Л., адреса которого у меня, к сожалению, нет.

7. Заранее выражаю Вам свою искреннюю признательность.

8. Я очень благодарен Вам за Ваше сердечное письмо от 12 июля с.г., которое профессор А. В. Сидоренко передал мне вскоре после его приезда из Лондона.

9. Пользуюсь случаем еще раз выразить Вам мою самую искреннюю благодарность за интересную беседу.

10. Мы будем весьма благодарны, если Вы сообщите нам Ваши предложения.

III. Use the correct prepositions if necessary:

1. We are indebted (to, for) your address (by, to) the Presidium (of, with) the Academy Sciences (in, of) the USSR who have informed us that you are interested (for, in, to) establishing scientific contacts (through, with, across) our Institute.

2. I shall very much appreciate it if you would forward (to, after, for) me (in, on, at) an early date a copy (with,of) the resolution (from, of , by) the Advisory Committee.

3. I cordially thank you (with, for) your sincere kindness (by, in) helping me to collect the material (to, for) my thesis.

4. I am immensely grateful (to, in, for) you (for, of) the trouble you have taken to arrange (with, for) me a meeting (with, at, by) Professor Harwich and I shall look forward (for, to) being able to thank you when we meet.

5. I must thank you (for, with, after) the trouble you have taken (to, in, by) supplying me (with, for, in) the description.

6. First (in, of) all, let me express my thanks (for, to)

you (with, for, by) the labour that you have taken (in, for) editing my book.

IV. Fill in the blanks with the appropriate word or expression: ***in accordance with, via, prior to, proofs, to express one's gratitude, by the courtesy of, to appreciate.***

1. ...with your request I have sent you the program.
2. We have passed the... on to the Printer's.
3. I... an early reply from you.
4. ...Dr. Smith I got to learn your address.
5. ... 1962 our laboratory carried out 137 experiments and obtained the following results.
6. I wish... for sending me the latest edition of your book.
7. I shall travel to Paris... Prague where I intend to make a three-days' stop.

V. Add introductory phrases according to the model:
...for your reply.— I am grateful to you for your reply.

1. ... inviting me to visit your country.
2. ... publishing my paper in your magazine.
3. ...contributing to our journal.
4. ... supplying me with the computations.
5. ... the films.
6. ... the coloured plates.
7. ... the spectrographs.
8. ...the examples.
9. ...you call me up on Friday.

VI. Finish the lines according to the model:

I would appreciate it very much....— I would appreciate it very much if you would ring me up on Monday, June 10th at 2 o'clock.

1. I shall be very grateful if...
2. I shall be much obliged if...
3. Thank you so much for...
4. We shall appreciate it very much if...
5. Will you be so kind as to...
6. We shall be most happy to...
7. I have much pleasure in...
8. Through the courtesy of...

VII. Build up sentences by arranging the words in proper order:

1. You the drawings letter much I enclosing very kind your thank for.
2. Grateful remarks for I you your extremely am to.
3. You kindness exhibition thank in the for us helping your arrange to.
4. Before the reply to would thankful if be would letter the conference opening this you we of.

VIII. Make up sentences using component parts of each column:

I very much appreciate	to return	my assistance
I shall be very happy	offering you	the date of your arrival
I shall be grateful of an opportunity of	the attention you have given	my charts by March 3rd
I wonder if you would be so kind as	the fine time we had together	in convening the conference
Thank you very much	if you accept from me	during my stay in Kiev
I wish to express my sincere gratitude	if you would inform me	to my request
I shall be much obliged	for your help	in this matter
I am greatly indebted to you for	for your advice	this modest present

SECTION FOUR

Section four deals with patterns and phrases which are used in presenting and replying to a request and also with various cases regarding attention and consideration

REQUEST

A request usually consists of a request-phrase, reason of request and expression of gratitude. The request should always be courteously made.

Letter 1

22nd January, 19...

Dear Prof. Andreev,

I am very glad to acknowledge receipt of your letter dated 12th December enclosing the newspaper cutting. It was very interesting news indeed and I enjoyed reading it immensely.

I am making use of this opportunity to approach you with a request. Would you be so kind as to send me the Statistical Year-Book for 19..., if it is available? I need it badly for my research in economic co-operation with developing countries.

I shall be very grateful to you if you can oblige.

With best wishes,

Yours sincerely,
Robert A. Sparrow

Letter 2

3rd June, 19...

Dear Dr. Sparrow,

Thank you very much for your letter of the 20th May from which I learn that you are studying the problem of economic co-operation with developing countries. It certainly is a very important and actual problem of today and I wish you every success in your work.

According to your request I have sent you under separate cover the Statistical Year-Book for 19...

I should be happy if I could be of any help to you in future.

With best wishes,

Yours sincerely,

APA/ME Andrei R. Andreev

Letter 3

9th June, 19...

Dear Prof. Andreev,

I wish to acknowledge with many thanks the receipt of your letter of 3rd June and to express my deep gratitude to you for complying with my request as well as for your kindness in sending me the Statistical Year-Book for 19... .

I am sending you with this letter a reprint of my article.

If you believe I can be of any help to you, please write to me at once.

Trusting to hear from you soon,

I remain,

Yours sincerely,

Robert A. Sparrow

Enclosure

Letter 4

14th July, 18...

Dear Dr. Sparrow,

I am very glad to hear from you again. According to your letter I learn that you have received the Statistical Year-Book for 19 ...

It was a great pleasure for me to do you some service and should need again arise, do not hesitate to write to me at once.

With best regards,

Yours sincerely,

Andrei R. Andreev

Letter 5 (unfavourable reply to letter 4)

3rd June, 19...

Dear Dr. Sparrow,

I am very grateful to you for your letter of the 10th May in which you ask me to send you the Statistical Year-Book for 19...

I would like very much to do this favour for you but, unfortunately, this book is not available at the present time. Perhaps it would be advisable for you to turn to Dr. K. I. Ivanov, the editor of this book. His address: Dr. K. I. Ivanov, Politizdat, ul. Kirova, 14, Moscow, USSR.

At any rate if I do come across this book I will be happy to send it to you.

With best wishes,

Yours sincerely,
Andrei R. Andreev

The most commonly-used request-phrases are the following ones:

1. I have a request to make to you about (*noun or gerund*)...
2. I am making use of this opportunity to approach you with a request to (*infinitive*)...
3. I should like very much to take this opportunity and ask you to (*infinitive*)...
4. At the request of...
5. It is a great pleasure to me to ask you to (*infinitive*)...
6. Will you be so kind as to consider my request.
7. Kindly meet my request.
8. Please comply with my request.
9. I shall be much obliged if you gratify this request.
10. I should like to present you with my request.
11. I should appreciate it very much if you would pay favourable consideration to my request.
12. I should like to make a request about (*noun or gerund*)...
13. I hope that you will view (consider) our request favourably.
14. I avail myself the opportunity for asking you the following (*or*: for presenting my request).
15. I should be very grateful to you if you would comply with my request.
16. I wonder if I could ask you to (*infinitive*)...
17. Replying to your request (*or*: In reply to your request)...
18. May I approach you with a request...
19. According to your request...
20. As requested by you..
21. In accordance with your request...
22. I should certainly find it a great pleasure to comply with your request.

23. I am very glad that you have approached me with your request.

24. I regret very much that I am not in a position to comply with your request as...

25. I feel sorry that I cannot do anything for you as...

26. I should very much like to do my best for you, but, unfortunately, I cannot comply with your request due to...

27. Thank you very much indeed for meeting my request.

28. I am very grateful to you for the trouble you have taken to consider my request.

29. It is so kind of you to comply with my request.

ATTENTION AND CONSIDERATION

Letter 1

5th May, 19...

Dear Dr. Petrova,

I am sending you herewith the May issue of the Proceedings of the Royal Society to call your attention to the article «Natural Evaporation from Open Water and Grass» (page 103).

With best wishes,

Yours sincerely,
Thomas P. Mosbone

TPM/eb

Letter 2

15th May, 19...

Dear Prof. Mosbone,

I am very grateful to you for your letter of 5th May and for sending me the Proceedings of the Royal Society. Thank you very much for calling my attention to the article «Natural Evaporation from Open Water and Grass». I find the article to be exceptionally interesting and helpful in my work.

With best wishes,

Yours sincerely,
Dr. Maria Petrova

Letter 3

January 10, 19...

Dear Professor Chapman,

Recently I have read an abstract of your article published in Chemical Abstracts, 19... «The Ultimate Control of Nucleotide Pattern in RNA». I would be very grateful to you if you could supply me with a reprint of this article.

I shall very much appreciate it if you give considerate attention to my request as I am in great need of this article for my work.

Thanking you in advance, I remain,

Sincerely yours,

AMM/cf Avgust M. Mironov

Letter 4

January 20, 19...

Dear Dr. Mironov,

In reply to your letter of January 10, 19... I wish to inform you that your request will get the most careful attention. I have contacted the Publishers and asked them to supply me with several new copies of my reprint. I shall be very happy to send you one.

With best wishes,

Sincerely yours,

RFC/ab R. F. Chapman

Here are the most commonly-used patterns dealing with attention and consideration:

1. I wish to (May I) call your attention to (the fact that)...
2. Please pay attention to...
3. I ask (May I ask) you for your attention (consideration) to...
4. We request your attention (consideration) to...
5. I would like very much to have your full attention (consideration) to...
6. I would appreciate greatly your attention (consideration) to...
7. You will oblige if you will give your attention (consideration) to...
8. Would you be willing to lend your attention (consideration) to...

9. Whatever attention (consideration) you can possibly give to... I shall be grateful to you.

10. I kindly ask you to attend to (consider)...

11. Would it be convenient if I ask you to attend to (consider)...

12. I am very glad of the opportunity to give my attention (consideration) to...

13. I am really happy that I can offer you my attention (consideration).

14. It is very nice of you to approach me for my attention (consideration) to...

15. I very much regret that I am not in a position to give you my attention (consideration) due to...

16. I am awfully sorry I am so busy that I cannot lend you more attention (consideration).

17. May I thank you for your courteous attention (consideration).

18. It was very kind of you to show me so much attention (consideration).

19. I highly appreciate your attention.

20. I am very grateful to you for giving so much attention to...

21. I should like to take this opportunity of thanking you for the attention (consideration) that you have shown me.

22. I should be thankful if you would give your consideration (attention) to...

23. Will you kindly take into consideration my request...

24. Kindly give this matter your consideration (attention) and you will oblige.

Remark: the word *consideration* also bears the meaning of matured opinion, motive, reason or reflection, sometimes discussion, especially in scientific papers.

25. I should like very much to hear your consideration concerning...

26. I should be most grateful for your consideration of...

27. I very much appreciate your considerations regarding...

28. Please inform us of your considerations concerning...

29. I wish to thank you for your many helpful considerations...

30. Thank you very much for your considerations.

EXERCISES

I. Translate into Russian:

1. In reply to your request I am sending you the descriptions.
2. We greatly regret that we are not in a position to meet your request at the present time.
3. I am very glad that you have approached me with your request to review your paper.
4. Thank you very much for your kind consideration to this matter.
5. I should like to call your attention to the following errors in equations [4], [12], [16], [23].
6. Your request will get the most careful attention.
7. At the request of the National Committee I wish to inform you that the place of the next meeting will be Paris and not Rome as it was previously planned.
8. Will you be so kind as to consider our request and deliver a series of lectures on Crustal Structure at our Institute from 15th to 20th March.
9. We are leaving this matter to you for your consideration.
10. It will be a great pleasure to me to meet your request and I shall send you this material as soon as it is ready.
11. I am taking a great liberty in writing to you on the following matter and I sincerely trust you will give it your full attention.

II. Translate into English:

1. Рады сообщить Вам, что мы включили Ваш адрес в список для обмена литературой.
2. Я весьма благодарен Вам за то, что Вы удовлетворили мою просьбу.
3. Сообщаю, что получил присланный Вами календарь на 19... Сердечно признателен Вам за внимание.
4. Очень прошу Вас уговорить профессора Брауна написать предисловие к английскому изданию моей книги.
5. Я очень благодарен Вам за внимание, которое Вы уделили мне во время пребывания в Вашем городе.
6. Я бы очень хотел попросить Вас проверить еще раз мои расчеты.

7. Я очень сожалею, что не в состоянии выполнить Вашу просьбу в настоящее время.

8. В соответствии с Вашей просьбой я просмотрел указанные Вами материалы и нашел, что Ваши выводы совершенно правильны.

9. Я весьма сожалею, что не могу удовлетворить Вашу просьбу в настоящее время,— я еще не обработал полученные мною данные.

III. Use the correct preposition if necessary:

1. (By, In) the request (from, of) the director (of, at) the exhibition I have the pleasure (of, to) inviting you to attend the opening ceremony to be held (on, at) the 7th (of) March, 19...

2. I am very grateful (to, in) you (by, for) having complied (with, to) my request.

3. I very much regret that I am not (by, in, with) a position to give my full attention (in, about, to) your request owing (to, for) the fact that I am extremely busy (at, in, for) the present moment.

4. I am glad that I shall have the opportunity (for, of, in) showing you my attention (during, for) your stay (about, in) this country.

5. (By, With) your permission I should like very much to draw your attention (to, for) the following points.

6. I wish to inform you that your proposal as to convening the next conference (at, in) your country is now (with, under, at) consideration (in, at) the Ad Hoc Committee.

7. (Through, By, In) reply (on, to) your request I have dispatched the material (for, in, to) London.

IV. Fill in the blanks with the appropriate word or expression: ***to draw attention to, to contact, attention, considerable, to meet somebody's request, to be available, to turn to, consideration, to pay attention to, a request.***

1. May I... you with a request to translate my paper.

2. If you find it possible ... favourably I shall be extremely grateful to you.

3. As soon as the data...I shall send them to you.

4. I am very thankful to you for your...to send me a detailed description of the techniques employed in your experiment.

5. I am approaching you with... to help me to... such research workers who are working in my field of science.

6. You have shown me so much... that I really do not know how I can express my appreciation.

7. Perhaps it is more advisable... to the significance of the data graphically depicted in Fig. I, A—D.

8. I wish... to the fact that in Soviet literature this problem has... elucidation.

V. Add introductory phrases according to the model:

....I am sending you the journal.— At the request of Dr. Novikov I am sending you the journal.

1. ...I have arranged for you a meeting with Dr. Samsonov.

2. ... we have not received the legends to the drawings yet.

3. ... to my request.

4. ... you to be an honorary member of our editorial board.

5. ... to this important matter.

6. ... I wish to inform you that the reprint was sent to Mr. Camping.

7. ...during my scientific tour in your country.

8. ...about delivering a speech at the ceremonial opening of a new monument to Academician Ivan Pavlov.

VI. Finish the lines according to the model:

In reply to your request...— In reply to your request I am sending you the tables and diagrams.

1. I feel sorry that I cannot comply with your request as...

2. I am very glad of the opportunity to give my attention to...

3. It was very kind of you to show me so much attention during...

4. Please inform us of your considerations concerning...

5. I should be thankful if you would give your consideration to...

6. As far as your request is concerned I have the pleasure of...

VII. Build up sentences by arranging the words in proper order:

1. Matter will most attention appreciable your be this to.

2. Consideration your to perhaps would to proposal this able you be give.

3. Should comply find a great to pleasure with your request I it certainly.

4. Accordance request in sent you latest have I with the edition your.

VIII. Make up sentences using component parts of each column:

We request	under considera- tion	to investigate the phenomenon
I should appreciate	with a request	about my article
The proposal	your attention	our request
Kindly take	your consideration	to the following matter
I approach you	your request	will have our pro- mpt attention
With regards to	into consideration	I inform you the following

SECTION FIVE

REGRET, APOLOGY AND REFUSAL

When the recipient of a letter is not in a position to comply with a request or inquiry, when he has delayed with an answer or is unable to supply information, material, etc., or when he wishes to decline an invitation, proposal or offer, the letter-writer should express his regret, apology or refusal in a most courteous, polite and frank manner.

Here are several specimen letters expressing regret, apology and refusal.

Letter 1

August 7th, 19..

Dear Professor Smith:

I am grateful to you for your letter of August 3rd and kind invitation to participate in the X-th Congress of Physiologists in Pennsilvania, but I very much regret to inform you that I am unable to be present as I have a number of urgent matters to attend to in this country.

As far as my report is concerned I have asked Dr. Bukovich of the Institute of Physiology to read my paper and to present a copy to you for publication in the Proceedings of Physiology.

With best wishes,

Sincerely yours,
A. P. Mukhin

Letter 2 (reply to letter 1)

August 14, 19...

Dear Dr. Mukhin:

I acknowledge receipt of your letter of August 7th and was very sorry to learn that you are not going to participate in the X-th Congress of Physiologists. We were so much looking forward to seeing you among us. Perhaps you

will change your mind at the last moment and find time to come over here for a short trip. If so, please let me know immediately so that I can make all the arrangements for your arrival and hotel accommodations.

Anticipating an early answer from you, I remain,

Sincerely yours,
R. A. Smith

Letter 3

24th July, 19...

Dear Alfred Manson,

First of all I must apologize for the delay taken in answering your letter of 21st June. Unfortunately, I could not give proper consideration to your letter as I had to leave Minsk on business for a whole month.

I still regret not being in a position to comply with your request at present as I must make a second business trip for a fortnight.

However, I wish to assure you that I shall attend to your request as soon as I get back.

A thousand apologies!

Kindly send my best regards to your wife and to Dr. Jacobs.

With best wishes,

Yours sincerely,
Andrian Nekrasov

Letter 4

3rd April, 19...

Dear Dr. Samsonov,

I feel so sorry I kept you waiting so long for my letter I must apology for not sending you the reprint earlier. Unfortunately I ran out of my supply and had to make another order for them. So it gives me great pleasure to send you the reprint. I hope you will find it helpful in your experiment. As soon as you have the final results, I shall be grateful if you send them to me as I wish to use them for plotting curves.

I am looking forward to hearing from you soon,

With best wishes,

Yours sincerely,
Edward Crawley

Letter 5

June 10, 19...

Dear Dr. James:

It was a great pleasure to receive your letter of June 8 and to find enclosed the material I was so eager to have for my work. The information is indeed of essential importance to me. I realize it took you some time to collect it and I do appreciate it immensely.

Will you please accept my apologies for the trouble I have caused you and allow me to express my gratitude to you once again for giving your kind consideration to my inquiry. If I can help you in some way or other, do not hesitate to write to me.

With best regards,

Sincerely yours,
Alexandre Sanders

Letter 6

17th May, 19...

Dear Professor Brown,

I have just received your letter of 12th May with a request to contribute to Physical Review. I am extremely grateful for your kind invitation. However I am afraid I shall have to decline it as only a very limited proportion of my work is connected with the purpose of your journal. My main interests are igneous rocks.

I express my regret once again and remain,

Yours sincerely,
Yu. M. Tkachenko.

Letter 7

10th March, 19...

Dear Sirs,

We are in receipt of your letter of 3rd March, 19... and are very thankful for sending us your catalogue and price-list for laboratory refrigerators.

We are very sorry to inform you that we have to decline your offer as we are keenly interested in purchasing other laboratory equipment and devices at the present time.

Yours truly,

R. S. Mikhailenko,
Chief Engineer.

Some patterns expressing regret, apology, refusal.

Regret:

1. We very much regret
   - to say
   - to inform you
   - to announce, etc.

   that...

2. I regret very much that
   - I am unable
   - I am not able
   - I am not in a position

   to (*infinitive*)

3. It is with great (deep) regret that...
4. I regret that it has not been possible for me to (*infinitive*)
5. Please convey my deep regret to...
6. I am sorry
   - —to learn
   - —to hear
   - —to know
   - —to inform you
   - —to announce
   - —to say, etc.

   that...

7. I must (wish to) express my regret for (*gerund or noun*)...
8. I must inform you with regret that...
9. I am very (awfully) sorry that I am not able (*or*: I am unable, *or*: I am not in a position) to...
10. I am so sorry that it has not been possible for me to (*infinitive*)...
11. You cannot imagine how sorry (disappointed) I am that...
12. I am very sorry to have (that I have) caused you so much trouble.
13. I feel awfully sorry for the trouble (inconveniences) I have occasioned you.

Regret may also be expressed by beginning the sentence with the adverb *unfortunately* or with the expression *to my great regret*: *Unfortunately I am not in a position to study this question*; *To my great regret I am unable to visit your country this year.*

Apology:

1. We apologize most sincerely for all the trouble (inconveniences) we have occasioned (*or* caused, *or* given) you.

2. Please accept my apologies for all the trouble (inconveniences) I have occasioned (*or* caused, *or* given) you.

3. May we convey our apologies to you for (*gerund or noun*)...

4. Please convey my apologies to... for...

5. (May) I beg your pardon for...

6. Please excuse me for...

7. Please / I ask you to } forgive me for...

When apologizing for delay in answering letters or sending material, printed matter etc., the following patterns are mostly used:

1. I (must) apologize for the delay (taken) in answering your letter.

2. Please accept my sincere apologies for the delay in dispatching the material.

3. I trust you will suffer no inconvenience by delay in delivery of the material.

4. May I (I wish to) apologize for not answering your letter.

5. (May) I ask you to excuse me for not answering your letter.

6. I must apologize to you for delaying my answer.

7. Excuse me for the delay with my reply (answer).

8. I have purposely (intentionally) delayed with my reply (answer).

Refusal:

1. I very much regret that I have to decline your...

2. It is with great regret that I have to decline your...

3. I am (awfully) sorry that I have (I am obliged) to decline your...

4. I am very sorry to decline your...

5. I am very sorry (I regret very much) to inform you that I am not able to accept your...

6. I must apologize to you for having to decline your..

EXERCISES

I. Translate into Russian:

1. I am very sorry for having caused you trouble in this matter.

2. It is with great regret that we learn from your letter that you are not in a position to accept our proposal.

3. Please forgive me for not replying sooner to your kind letter of 21st March.

4. We apologize for the inconvenience caused by the delay of the instructions.

5. We regret to say that we cannot supply you with the information.

6. I very much regret that I am unable to accept your kind invitation.

7. I am sorry that I am unable to comply with your request.

8. Please accept our apologies for delay in delivery of the devices.

9. Personally I am sorry that there was no opportunity to discuss with you the problems which are of interest to us both.

10. I was so sorry not to have seen you at the conference in Prague.

11. We deeply regret to learn that you are unable to deliver a series of lectures on oriental ornaments.

12. We were very sorry to hear that you were ill last month and could not attend the Council meeting.

13. I am so sorry I am unable to avail myself the opportunity to visit you as circumstances confine me to my work in my laboratory.

14. I wish to express my regret for having lost the opportunity of obtaining this material.

II. Translate into English:

1. В ответ на Ваше письмо от 14 июля с. г. сообщаем, что мы, к великому сожалению, не имеем возможности принять участие в конференции по фотосинтезу, так как очень заняты.

2. Извините меня, что так поздно отвечаю на Ваше письмо. Я только что вернулся с побережья Черного моря, где проводил свой отпуск.

3. Я сожалею, что не мог присутствовать на симпозиуме в Л. в конце сентября прошлого года.

4. Прошу извинить меня, что я задержал ответ па Ваше письмо.

5. Ваше предложение чрезвычайно интересно, но я должен сообщить Вам, что мы, к сожалению, не можем сейчас дать Вам свое согласие.

6. Я очень сожалею, что не мог вовремя дать отзыв на Вашу работу. Меня не было в Минске в течение двух месяцев.

7. Мне было очень жаль, что я не повидал Вас во время моего последнего посещения Эдинбурга.

8. Я весьма благодарен Вам за любезное приглашение принять участие в работе комиссии, но я должен отказаться от него, так как собираюсь идти в отпуск.

9. К сожалению, я должна сообщить Вам, что не смогу принять участие в обсуждении этих вопросов, так как они совсем не связаны с профилем моей работы.

10. Я вынужден отказаться от столь интересного путешествия по Вашей стране, так как в настоящее время я не вполне здоров.

11. К сожалению, я не смогу Вас встретить в М., так как меня в это время не будет в городе.

12. Я надеюсь, что Вы простите меня, что я не сумел сообщить Вам вовремя дату заседания комитета.

III. Use the correct preposition if necessary:

1. I am terribly sorry (for, in) having caused you so much trouble (by, with) my inquiry.

2. If I have brought (upon, for) you any inconveniences (with, in, by) regard (to, for) my request, I will ask (to) you to accept my apologies.

3. Please excuse me (for, with) not being able to inform (to) you (with, in) due time.

4. It is with deep regret that I must decline (to, from) your invitation (to, for) the Jubilee celebration (of, in) your Research Centre (in, by) view (for, of) my poor health.

5. I must sincerely apologize (with, for, by) the delay (for, in) supplying you (with, by) the specimens.

6. I beg your pardon (for, without) not writing (to) you earlier.

IV. Fill in the blanks with the appropriate word or expression: ***hotel accommodation, delay, to make arrangements for, to decline, to purchase, to convey, a trip, as for.***

1. If you would like me...this book for you, write me a letter without delay.

2. ...the delivery of six spectrometers we have pleasure to inform you that they will reach you at the beginning of the next month.

3. There is no reason why you should...our proposal.

4. If you are going to...for a visit to this country, please let us know at once.

5. Your...in replying to my letter will certainly cause me some inconvenience.

6. Please...my sincere regret to Professor S_.

7. Please inform me at your early convenience if you can provide...for a delegation of 6 persons for July 10th to 16th.

8. I shall most likely have to make a business... to Paris in autumn and I am looking forward to seeing you there.

V. Add introductory phrases according to the model:

...not in a position at the present moment to drawing any conclusions.— I am sorry to inform you that I am not in a position at the present moment to draw any conclusions.

1. ...not in a position to help you at the present moment.

2. ...caused you some inconvenience in connection with the delay in the delivery of the data and reference list.

3. ...that I learn of your failure to obtain the desirable experimental results.

4. ...we are unable to satisfy your inquiry.

5. ...for not taking into consideration your request.

6. ...to accept your kind invitation as I am now engaged with urgent matters that I have to attend to.

VI. Finish the lines according to the model:

Please convey my apologies...— Please convey my apologies to Dr. S_ for not sending him my reprint.

1. Please convey my apologies to Dr. Jones for...

2. I am very sorry to decline...

3. It is with deep regret...

4. I ask you to forgive me for...

5. I regret very much that...
6. Excuse me for.....
7. I must apologize....

VII. Build up sentences by arranging the words in proper order:

1. Awfully I not position a I am you help to am in sorry matter this that in.
2. Paper of excuse delay the my me with please.
3. Sorry have you occasioned am all very request I my with the inconvenience I for.
4. Regret no laboratories time during that had I your new see your to visit country to I my.

VIII. Make up sentences using component part of each column:

I must apologize to you	for having missed the opportunity	for spring
We are very sorry	for not including your name	to the conference
I must express my regret	to inform you about	our invitation
We very much regret to hear	for not contributing	to London
It is with regret	that you have put off your visit	in the list
I trust you will forgive me	we learn that you have declined	this sad news
Will you please accept my apologies	that you were not one of the members of the delegation	of seeing you at the exhibition
I was so sorry	for not having seen you off	to your journal

SECTION SIX

Section six covers such aspects as inquiry, information and interest, help and advice.

INQUIRY

A letter of inquiry approaches a person with a favour to supply certain information or knowledge. It may be a request for advice or opinion. The writer states his wishes, sometimes the purpose of this information and trusts that the recipient will be considerate and reply to his letter.

A well-arranged letter will make the reply much easier for the recipient. Usually, the first paragraph presents the subject; the second paragraph the purpose, i. e. the reason for making the inquiry; the third paragraph the inquiry itself; the fourth paragraph the appreciation.

The first paragraph of the reply acknowledges receipt of the letter, the proceeding paragraphs answer each question in the order of its presentation. The final paragraph usually expresses a willingness to be helpful and expresses hope the sender of the inquiry is satisfied with the information provided.

A letter of inquiry should always be tactful showing an appreciation of the expected information and readiness, if possible, to offer some help or service in return.

In case of refusal, i. e. inability to satisfy the inquiry, the recipient should firstly express appreciation for the inquiry, secondly, give the reason why the inquiry cannot be satisfied, thirdly, suggest some alternative that may be of help and fourthly, refer to some other source, if possible.

Letter 1

12th November, 19...

Dear Colleague,

Our Institute is running a series of experiments on... According to our preliminary data we came to the conclusion that...

Professor L— of the Institute of...was kind to inform me of the results of the work carried out in his laboratory and also mentioned that you were also experimenting in...

I would like very much to compare data with you. Would you be willing to inform me what considerations led you to choose...as the stimulant for...and how satisfactory it proved to be.

I am especially interested in the answer to the following questions:

1. . . . .
2. . . . .
3. . . . .

I shall appreciate any information you can find possible to supply me with and look forward to the opportunity of returning the service.

Thank you in advance for a favourable reply to my inquiry.

Yours sincerely,
(Signature)

L e t t e r 2 (favourable reply to letter 1)

24th November, 19...

Dear Colleague,

Replying to your inquiry of 12th November regarding... I am very glad to learn that you are also experimenting in... It gives me great pleasure to send you what data I have on hand.

We chose these stimulants for several reasons:

1. . . . .
2. . . . .
3. . . . .

I hope you find this information of use to you and is just what you need.

If I can be of any further assistance, please do not hesitate to write me.

In return I would much appreciate if you would send me your reprint on...

With best wishes,

Yours sincerely,
(Signature)

L e t t e r 3 (reply to letter 1 in case of refusal)

24th November, 19...

Dear Colleague,

Your letter of 12th November has reached me today. I appreciate it very much that you have approached, namely, me with this particular inquiry.

I very much regret to inform you that I am not in a position to supply you with this information as our laboratory stopped experimenting in...three years ago. If you are interested in the results of our work, I may refer you to Physiological Review, v. 36, No 3, July 19..

Furthermore, I received a reprint from Dr. M— of the Sherwood Research Centre (address) who is dealing with... and if you wish you may refer to my name when writing to him.

If I can avail myself of any help to you in future, do not hesitate to write to me.

With kind regards,

Yours sincerely,
(Signature)

L e t t e r 4

August 3, 19...

Dear Professor Bogdanov:

Our laboratory intends to embark on research in x-ray structural analyses of different biological substances. We wish to investigate the influence of particle additions on the polypeptide crystal structure. Meanwhile, we have started collecting literature along these lines. With this purpose in view we are writing to inquire whether you are able to supply us with a list of references or with any information you have on hand.

Perhaps you can also mention some names of other prominent researchers engaged in the same experiment to whom I may turn with the same inquiry.

I would very much appreciate your consideration to my request. In general, we would like to maintain scientific co-operation with your laboratory and establish an exchange of data and information in our field of work.

We trust you will likewise be interested in such contacts. Please accept my apologies for the inconveniences I have occasioned you.

Looking forward to hearing from you and with best regards,

Sincerely yours,
Alfred P. Parker
Chief of the Sander's Laboratories

L e t t e r 5 (reply to letter 4)

August 10, 19...

Dear Professor Parker:

It was a great pleasure to receive your letter of August 3, 19... in which you request me to supply you with a list of references and data which we have at our disposal.

As far as the reference list is concerned I shall be delighted to send it to you — I believe by the end of the week. With regard to the experimental data I must, with regret, apologize that we are unable to supply you with this information since our data are only preliminary and require verification. We are looking forward to the publication of our paper in Biophysics and I shall be very glad to send you a reprint together with its English translation as soon as it appears.

In your letter you suggest establishing scientific co-operation through the exchange of data and information. We wholeheartedly support this idea of yours and are willing to share with you what material we have available in our laboratory. I am sending you under separate cover two reprints which, in my opinion, should be of interest to you. Moreover, we should like to suggest an exchange of visits of scientists to both countries. Also an exchange of literature would be desirable.

I trust the reference list is just the thing you need and will be of help to you. If I can be of further assistance, please write to me.

With best wishes,

Sincerely yours,
Sergei M.Bogdanov

Enclosure: reference list

Letter 6

August 18, 19....

Dear Professor Bogdanov:

I acknowledge receipt of your letter of August 10, 19... and reference list for which I am very grateful. I am also very thankful for the two reprints you have sent me.
They are indeed expectionally interesting and will certainly be of use to me in my work. In return, I am sending you a book on biophysics which I hope you will enjoy reading.

We warmly welcome your suggestion about exchanging visits and as a matter of fact I was just planning to include your country in my visiting schedule for this summer. If you extend to me an invitation to visit your country I shall accept it with great pleasure.

I am sending you with this letter a few postal cards of my native town. I hope you like them.

I thank you again for satisfying my inquiry. Anticipating a reply from you, I remain,

Sincerely yours,
Alfred P. Parker

Letter 7

6th May, 19...

Dear Mr. Editor,

I have been a subscriber to your journal for 6 years. Never since has there been a failure in the delivery of the journal for which I am grateful. I am awfully sorry to present my complaints, but I have not received the March and April issues. I would kindly ask you to inquire into the matter if it is not too much trouble for you.

Yours respectfully,
Reader

Letter 8

10th May, 19...

Dear Mr. Reader,

We acknowledge receipt of your inquiry of 6th May, 19... from which we learn that you have not received our

journal for March and April. We wish to inform you that according to the decision of the editorial board the journal will appear in a March — April issue and will reach you round the 15th May.

Kindly accept our apologies for the delay,

Yours truly,
Signature
Editor

Here are some phrases and sentences which are used in maknig an inquiry:

1. I am writing to inquire if ...
2. I wish / I should like } to inquire about ...
3. May I inquire why (for what reason, purpose, etc.) you...
4. May I approach you with an inquiry...
5. I wish to make some inquiries about...
6. I trust you will give considerable attention to my inquiry.
7. In accordance with / According to } your inquiry of (*date*)...
8. In reply to your inquiry of (*date*)...
9. We shall inquire into the matter...
10. I must thank you for all the trouble you have taken in regard to my inquiry.

INFORMATION AND INTEREST

Information in scientific correspondence is usually the communication of knowledge or data which an inquiry wishes to receive. It may also communicate the knowledge of particular facts, events, news, instructions, etc. When the letter-writer asks for information he should show his interest in obtaining it.

Letter 1

8th April, 19...

Dear Alexander,

I would be much obliged to you if you could give me some information concerning the method of using standards for calibration.

I am particularly interested in the plotting of calibration curves and the determination of the specific activity of part of a section.

I would very much appreciate this information as I wish to compare my data with yours.

It is so kind of you to send me such a nice present, the children like it immensely. Emma sends you her best regards.

I look forward to hearing from you soon.

With best wishes,

Yours sincerely,

Michael

Letter 2

14th April, 19...

Dear Michael,

I am very glad to get a letter from you and to hear that you and your children are pleased with my present.

As for your request to supply you with information concerning the method of using standards for calibration, I am sorry to learn from your letter that you have not received a reprint of that particular work in the English translation. I put your name on the mailing list, but, perhaps, there is some delay. Anyhow I will certainly inquire into the matter and straighten things out.

In my paper you will find some answers to your inquiry. I hope the information will be helpful in drawing up your conclusions. It goes without saying that I expect to receive the results of your work, either typed or published, it makes no difference.

By the way, have you any information as to the date and place of the next Council Meeting? If you have, kindly inform me so that I will be able to schedule my time in the proper way.

With best regards to yourself and to Emma.

Yours sincerely,

Alexander

Letter 3

18th April, 19...

Dear Alexander,

It was a great pleasure to receive your letter of 14th April. I am sorry for having caused you so much trouble for this information. It is indeed kind of you to give so much attention to my inquiry. Just yesterday I received a letter from the distributors in which they express their apologies for the unforunate delay in delivering the reprint. So I trust there is no reason for you to go out of your way to make inquiries or take any steps. Thank you for the reprint.

I have read your paper with great care. On the whole it has made a great impression on me with the exception of some inferences which I would like to discuss with you personally. I am looking forward to seeing you at the next Council Meeting. Dr. E. S. Roberts informed me that the meeting was scheduled for 10th June. You may expect a letter from him in the nearest future.

I hope you will attend the meeting.

With best wishes,

Yours sincerely,

Michael

Letter 4

16th April, 19...

Dear Mr. Drapkin,

I wish to inform you that the meeting of the Council of the... will be held in Vienna, 10—16 June.

We kindly request your participation and ask you to consider this letter an official invitation.

We would very much appreciate it if you would prepare the following information:

1. . . . .
2. . . . .
3. . . . .

We trust we shall see you at the meeting.

With best regards,

ESR/an

Eugene S. Roberts

Secretary General

Letter 5

July 4th, 19...

Dear Sir,

We write to inform you that we are exhibiting a wide range of our instruments and devices at the IV International Scientific Instruments Exhibition to be held in Prague from 23rd July to 10th September 19...

Please find enclosed a booklet and price list for your perusal and we look forward to meeting you and to discussing your possible interest in our instruments and devices.

We shall be pleased to supply you with further information on any instrument or device you may have particular interest in.

Yours faithfully,
E. R. Smith
Technical Sales Manager

ERS: bc

Enc.: booklet and price list

Letter 6

Dear Sir,

In reply to your letter of 4th July, 19... we wish to inform you that we are interested in purchasing certain scientific instruments which you are going to exhibit at the IV International Scientific Instruments Exhibition in Prague, Czechoslovakia.

We are particularly interested in ... and ask you to supply us with further information and specifications of these instruments.

We intend to visit the exhibition in July and are looking forward to meeting you and to discussing the details.

Yours truly,
S. A. Smirnov
Deputy Director

Letter 7

Dear Miss Mironova,

Professor Garnfield advises me that you have presented him your book «Behaviour of Plants in Arid Regions». Frankly speaking, I would like very much to have this same book and in return could suggest «Regime of Plants in Cold Areas».

Please let me know if you agree to such an exchange.
Looking forward to a favourable reply, I remain,

Yours sincerely,
M. S. Stanley

Here are some phrases and sentences which are used in connection with information and interest.

Asking for information:

1. I should like certain information about...
2. I require certain information about...
3. We shall appreciate any information you can possibly supply us with.
4.

Can you please Will you kindly Would you be so kind as to	provide furnish supply	us with information	about... on... concerning... regarding...

5. Could you give me the following information?
6. I should be much obliged if you would give me some information concerning...
7. Would you be able to inform us about (of)...
8. I shall be grateful if you inform me of (about)...
9. Please advise me of...
10. We should like to know...
11. Will you please (kindly) let us know...
12. Will you please inform me how to...

Supplying information:

1. Enclosed for your information are...
2.

I am happy to	supply furnish provide	you with the information

you require concerning...

3. I hope you find this information of use to you...
4. We shall be pleased to send you further information if required.
5. I trust that this is the information you desire (require)...
6. I want to communicate to you information about...
7.

I wish I am happy	to inform you	about (of)... that...

8. We are pleased to be able to inform you...
9. I have the pleasure of informing you...

10. I shall let you know about...(as soon as...)

11. In reply to your letter of...(date) I must inform you that...

Receipt of information:

1. According to / In accordance with } the information received from you...

2. Thank you very much for the information on...

3. I appreciate very much the information you have forwarded to me.

4. I wish to thank you for (supplying me with) the information...

5. It is very kind of you to inform me...

6. I am grateful to you for letting me know < about... / that...

Interest:

1. We are glad to hear of your interest in...
2. I would be most interested in...
3. If you have interest in...
4. Should you be interested in...
5. You may be interested to know that...
6. I wish to thank you for your interest.
7. Many thanks for your keen interest.

HELP AND ADVICE

When asking for help or advice the sender usually states the purpose and reason and expresses his desire or readiness to return the service, whereas the recipient should always try to do his best to render the help or give some advice, or refer the sender of the letter to some other source. In both occasions the letters are written in a frank, courteous and friendly manner. In many cases help and advice is a response to an inquiry seeking for information, material, data, etc.

Letter 1

15th May, 19...

Dear Prof. Anisimov,

We wish to approach you with a request to help us collect samples of... We intend to elaborate an entirely new

system of classification based on the principles of... Your assistance in this undertaking will be of great service to us.

I look forward to your help and interest.

Yours sincerely,
S. Kuprianov

L e t t e r 2 (favourable reply to letter 1)

19th May, 19...

Dear Dr. Kuprianov,

I acknowledge receipt of your kind letter of 15th May in which you ask me to supply you with samples of... I have already instructed (advised) some of my co-workers to collect the following samples for you:

1. . . . .
2. . . . .
3. . . . .

The elaboration of a new classification on the basis of ... is exceedingly interesting and useful, especially in our field of work. I trust I shall be able to send you the samples in 5 or 6 days.

I am happy to be of this small assistance and wish you much success in your undertaking.

Kindly convey my best regards to your wife.

Yours sincerely,
R. Anisimov

L e t t e r 3 (unfavourable reply to letter 1)

19th May, 19...

Dear Dr. Kuprianov,

In reply to your letter of 15th May I am very sorry to inform you that I am unable to help you in your undertaking as there are no samples available in our laboratory at present.

We are planning an expedition for July-August and hope to collect enough samples both for you and for ourselves.

Perhaps in autumn I shall be able to help you. Meanwhile you may refer to Dr. Smirnov of Leningrad for help. You will be able to contact him at this address: Dr. S. B

Smirnov, Institute of Biology, 18 Ryleev St., Leningrad, USSR.

I wish to express my regret once again, and remain,

Yours sincerely,

R. Anisimov

P. S. If you wish I will write introducing you. R. A.

L e t t e r 4 (expressing gratitude to letter 2)

24th May, 19...

Dear Prof. Anisimov,

I am happy to receive your letter of 19th May in which you inform me about dispatching the samples.

I am looking forward with great pleasure to receiving the material. As soon as the parcel arrives I shall advise you immediately.

I very much appreciate the help that you are rendering me and I hope that you will let me know without hesitation whenever you require any service or information from me.

With best regards,

Yours sincerely,
S. Kuprianov

L e t t e r 5

April 30th, 19...

Dear Andrew,

May I ask you to help me in one matter. As you know from my previous letter I am writing a manuscript on... and I lack certain material which is of great importance to me. The only person to whom I can address myself for this help is your own person. I remember once you mentioned you were willing to supply me with this material in case I need it. The time has now come for me to ask you to grant me this material, if you haven't changed your mind, and for which I shall be most grateful.

If you think I can be of any help to you, do not hesitate to write to me.

With best wishes,

Yours sincerely,
George

Letter 6

May 5th, 19...

Dear George,

I am in receipt of your letter of April 30. I am very happy that you have turned to me with your request and that I can be of help to you. Of course, I haven't changed my mind and wish to assure you that the material is always at your disposal whenever you need it. All I ask you to do is to write me in detail what particular information you are interested in.

At the present time I do not experience any need in your help, but what I would like to have, indeed, is your advice.

In a week or so I shall prepare a number of questions for your consideration and will kindly ask you to give your full attention to each item.

I trust I will hear from you soon.

With best regards,

Yours sincerely,
Andrew

•

Here are some of the most commonly-used phrases and sentences in connection with help and advice.

Request for help and advice:

1. May I — approach you with a request to help me...
   May I — ask / refer to — you for — help... / advice...

2. I wonder / I would be happy / I should be grateful — if you could — help me... / advise me...

3. I shall appreciate any (kind of) help (advice) that you can render (offer) me.

4. Would you be so kind as to help me...

5. May I rely on you for help (advice) in case of (if)...

6. I am in great need of your help (advice).

7. I require your help (advice) badly.

8. If there is any way in which you may help I shall appreciate it immensely.

9. I should like very much to make use of your help (advice).

10. Your help (advice) would be most highly appreciated.

11. Could you give me your advice in this matter.
12. Could you lend me your help in this matter.
13. I am looking forward to your help (advice)...

Response:

1. I am happy / I am pleased — to be of this small help to you.
It gives me great pleasure — that I can (offer / render) you this help.

2. If I can be of any further help please (kindly) do not hesitate to write to me (*or*:to approach me, *or*: to let me know).

3. If you require further information..., I shall be happy to help you...

4. The only help (advice) that I can offer (give) you is...

5. I am glad that I can help (advise) you in this matter.

6. I trust this (I am glad that my) advice is of (great) help to you.

7. If you wish to take my advice concerning ..., you should...

8. I very much regret (I am sorry) I am unable to help (advise) you in any way.

9. I am sorry I am unable to offer you my help (advice).

Expressing gratitude for help or advice:

1. (I wish to) thank you very much for your help (advice).

2. I (am grateful to you for / appreciate very much) your help (advice).

3. It was so kind of you to (offer / render) me your help (advice).

4. Thank you once again for your much appreciated help (advice).

5. I lack words to express my deep gratitude for the kind (fine) help (advice) that you have given me.

6. I am looking forward to the opportunity of returning you the fine help (advice) you have granted me.

7. If I can avail myself of any help in future, I shall be glad to hear from you.

EXERCISES

I. Translate into Russian:

1. It is hoped that the information herein presented will prove to be of interest to you.

2. Since you have been kind enough to offer your help, I would like to explain my trouble.

3. If you have any information in this field or can give any advice, we would be most grateful.

4. I would be most interested in continuing to receive reprints from you in this field.

5. In reply to your inquiry of June 10th we are sending you herewith the instructions to the instruments in the Russian language.

6. The problem your journal will raise is of exceptional interest.

7. According to your advice we have made the following amendments.

8. I am very grateful for the remarkable advice that you have given me.

9. I am writing further to my letter of 4th August to inquire whether you have received the slides.

10. If you possess any additional information on the application of this method, I shall appreciate your sending it to me.

11. If you are able to supply me with this material, you will be of great help to me.

12. I am very thankful to you for your kind help and sincere advice.

13. We would be most grateful for any help in this matter and would naturally be glad to do anything in return.

14. I have sent you the medical books you are interested in.

II. Translate into English:

1. Как только вопрос решится официально, я Вам сообщу об этом дополнительно.

2. Я был бы весьма признателен, если бы мне удалось получить от Вас информацию по ряду вопросов, перечисленных ниже.

3. Я благодарен Вам (благодарю Вас) за Вашу дружескую помощь и совет.

4. Мне было бы очень приятно узнать Ваше мнение по этому вопросу, поэтому с нетерпением буду ожидать от Вас дальнейших известий.

5. Информация, собранная во время экспедиции, послана в Институт географии АН СССР.

6. По Вашему совету мы внесли некоторые изменения в схему нашей установки.

7. Я получил много откликов на свою статью. И мне советуют продолжать работу в данном направлении.

8. Мы будем чрезвычайно благодарны Вам за любую помощь в этом деле.

9. Мне хотелось бы выразить Вам искреннюю благодарность за помощь.

10. Ваша информация, полученная сегодня утром, представляет для нас большой интерес.

11. Я буду Вам весьма признателен за дальнейшую информацию о предстоящем конгрессе.

12. Очень прошу Вас не отказать в любезности помочь проф. Анисимову познакомиться с работой Вашей лаборатории, за что заранее благодарю.

13. По поводу интересующего Вас вопроса могу сообщить следующее.

III. Use the correct preposition if necessary:

1. (For, in) reply (to, on) your inquiry I have pleasure (in, of) informing you that the papers have been sent (to) the Advisory Committee.

2. We have been referred (to, for) you (about, for) information.

3. Should you be interested (in, about) having our journal I shall be pleased to send it (to) you as soon as possible.

4. (By, in) accordance (with, to, by) your inquiry we are enclosing herewith a copy (with, of) the document signed (by, after) the head (in, for, of) the laboratory.

5. Your advice has been (with, of) great help (by, for, to) me (in, for) the elaboration (for, of) this method.

6. We will always be (in, at) your disposal if you need (in) further and more detailed information.

7. I wish to thank you (in, for) your keen interest (to, in) the preparation (for, of) the IV Symposium (on, about) Biochemistry (of) the Blood.

8. Your considerations have been (in, of) great help (to, for) me (on, in) my experiment.

9. I am awfully sorry (for, about) the delay (with, in, of) sending you the information you are interested (for, in).

IV. Fill in the blanks with the appropriate word or expression: ***on hand, inquiry, to turn to, elaboration, for your perusal, to inform, to embark on, inference.***

1. We are very grateful for the help you have rendered us ... the calculation.

2. Will you kindly inform us by return of mail if you have ... any additional data on the physical methods of measuring rock ages.

3. Please find enclosed some abstracts...

4. You will be able to make the following ... according to the equations presented in this letter.

5. After we finish this series of experiments we shall... the study of the distribution and displacement of the amplitudes.

6. I am making use of this opportunity ... you for help.

7. In reply to your ... I have the pleasure of ... you that a delegation of 4 Geophysicists will arrive in your country on July 11th.

8. I have read with great interest about your successful... of a new technology for the production of polymers.

V. Add introductory phrases, according to the model:

...that we have received your parcel containing rose seeds.— I can inform you with pleasure that we have received your parcel containing rose seeds.

1. ...the date of your arrival in this country.

2. ...that you have promised to render to me.

3. ...about the construction of the temperature/pressure table.

4. ...that you are willing to give me.

5. ...Professor S. M. Smith's address.

6. ...in establishing scientific contacts between our Institutes.

VI. Finish the lines according to the model:

I should appreciate...— I should appreciate having further information from you.

1. I wish to inform you that...
2. I should like certain information about...
3. We are glad to hear of your interest in...
4. I should be grateful if you would advise me of...
5. May I ask you to help me...

VII. Build up sentences by arranging the words in proper order:

1. With, inquiry, in, I, your, decision, Organizing, the, you, Committee, the, accordance, sending, of, am.
2. Once, for, much, thank, help, appreciated, you, again, your.
3. Have, I, preparation, your, would, this, advice, very, using, on, much, to, like.
4. Information, we, with, that, would, us, you, appreciate, supply, any, could.

I wish to inquire if you agree	for your help and for your interest	in London, January 17th
If you come across	that I can do to help you	when to visit your country
We are very grateful for the help	as to advise me	on your reprint mailing list
May I inquire	that its next meeting will be held	at the Physiological Society
If there is anything	if you have placed my name	in obtaining the necessary data
I wish to make use of this opportunity	any material from Dr. P.	for the information you have sent me
The Ad Hoc Committee advises you	any further interesting information on this subject	please let me know at once
I wish to thank you	to deliver a series of lectures	please let me know about it
If you are interested in obtaining	and thank you very much	you have taken in my experiments
Would you be so kind	you have offered us	I advise you to write to him immediately

SECTION SEVEN

Section seven deals with correspondence concerning exchange of reprints, abstracts, publications, etc., and contribution of papers for publication.

REPRINTS, ABSTRACTS, PUBLICATIONS

L e t t e r 1 (requesting reprints)

3rd January, 19...

Dear Sergei Sokolov,

A short time ago we came across an abstract of your paper published in «Chemical Abstracts», December, 19... under the title «A Similar Polymerase System Requiring 4 Deoxyribonucleoside Triphosphates».

We should like very much to have a reprint of this paper for translation and submission to the Journal of Chemistry. I trust I will soon hear from you.

With best wishes to yourself and your wife for the New Year.

Yours sincerely,
Cecil Bronkers

L e t t e r 2 (favourable reply)

10th January, 19...

Dear Cecil Bronkers,

I am in receipt of your letter of 3rd January, 19... from which I learn that you are interested in my paper «A Similar Polymerase System Requiring 4 Deoxyribonucleoside Triphosphates». It gives me a great pleasure to send you the reprint and I trust it will be of help to many readers of your journal.

Thank you very much for the New Year wishes. My best regards to yourself and to your wife.

Looking forward to hearing from you soon, I remain,

Yours sincerely,
Sergei Sokolov

Letter 3 (unfavourable reply)

10th January, 19...

Dear Cecil Bronkers,

In reply to your letter of 3rd January, I regret very much to inform you that I cannot supply you with this reprint as I do not have any extra copies at my disposal. I would advise you to write an inquiry to our journal Biochemistry for a reprint and permission to translate and publish it in the Journal of Chemistry.

With best wishes and regards,

Yours sincerely,
Sergei Sokolov

Letter 4 (reply to letter 2)

15th January, 19...

Dear Sergei Sokolov,

I acknowledge with thanks the receipt of your reprint and thank you very much for your permission to translate and publish it in the Journal of Chemistry. As soon as the translation is ready I shall send it to you for correction.

In March there will be a symposium on Photosynthesis, in Vienna. I am sending you the programme with this letter. Perhaps it may be of interest to you.

With best wishes,

Yours sincerely,
Cecil Bronkers

Enclosure: programme

Letter 5

August 5th, 19...

Dear Madam,

«Physical Abstracts» carries an abstract ... I should very much appreciate having a reprint of this paper and kindly ask you to send it to me at your earliest convenience.

With best regards,

Yours sincerely,
John S. Smith

Letter 6

12th June, 19...

Dear Alfred Jennings,

Under separate cover I am forwarding to you a reprint «Synthesis of Protein and Induced Enzyme in Some Plants».

I wonder if you could arrange to have reprints on the structure of cellulose forwarded to me. I should be very happy if you could supply me with the latest data on this kind of work.

With best wishes and regards,

Yours sincerely,
Victor Ivanov

Letter 7 (exchange of reprints)

August 14, 19...

Dear Professor Singer:

Dr. Andrei P. Filippov has shown me your letter requesting reprints on fluorochemicals. This is within my field of active research and I am keenly interested in the developments taking place in the study of electrochemical fluorination. I would very much like to know what research work has been done in recent years in your country as much as you are interested in the investigation in this country.

I would enjoy very much corresponding with you and with other research workers in your country and exchange reprints.

Hoping to hear from you soon, I am,

Yours sincerely,
Boris A. Komarov
Chief of Laboratory of Fluorination

Letter 8

4th June, 19...

Dear Sir,

I am a permanent reader of Voprosy Filosofii and enjoy reading your papers. I am writing to inquire whether you are willing to establish a regular exchange of reprints in our field of research work. I could offer you the following papers: ...and in exchange would appreciate having...

I trust to have a favourable reply from you.

Yours truly,
R. A. Bishop

L e t t e r 9

10th April, 19...

Dear Sir,

We acknowledge receipt of your letter of 5th April and thank you very much for the abstract you have sent me. We would appreciate it very much if you would kindly continuc to send us abstracts published in «Physical Review».

Yours truly,

Alexander S. Smirnov
Editor-in-chief

L e t t e r 10

14th December, 19...

Dear Professor Andreev,

I should be glad if you could let us have an abstract of your article «Biological Nitrogen Fixation», amounting to about 200 words for publication in «Chemical Abstracts».

We are looking forward to receiving this abstract in the not too far distant future.

With best regards,

Yours sincerely,
Alfred R. Rangers

L e t t e r 11

20th December, 19...

Dear Dr. Rangers,

Re: «Biological Nitrogen Fixation».

Please find enclosed an abstract of my paper «Biological Nitrogen Fixation» amounting to about 200 words for publication in «Chemical Abstracts». Thank you very much for the reprints you sent me. The papers are exceptionally interesting and helpful to me. If I can be of any help to you in future, do not hesitate to write to me.

I trust I shall hear from you soon.

With best wishes,

Yours sincerely,
Artem P. Andreev

L e t t e r 12 (requesting publications)

August 10, 19...

Dear Sir:

I shall be grateful if you could arrange to forward me a copy of your publication* entitled «Function of Acetylcholine As a Synaptic Transmitter», which appeared in the Journal of Biological Chemistry, v. 7, No 3, 292, 19...

Yours truly,
Igor S. Melnikov

L e t t e r 13 (favourable reply to letter 12)

August 20, 19...

Dear Dr. Melnikov:

In reply to your letter of August 10, 19...I have the pleasure to inform you that the publication you request has been sent to you under separate cover. I may only hope that it will be of use and interest to you.

With best wishes,

Sincerely yours,
Alfred E. Jones

L e t t e r 14 (unfavourable reply to letter 12)

August 20, 19...

Dear Dr. Melnikov:

I am in receipt of your letter dated August 10, 19...I am awfully sorry that I cannot comply with your request regarding the publication entitled «Function of Acetylcholine As a Synaptic Transmitter». I have already distributed all my copies. The only suggestion I can make is that you write directly to the Journal of Biological Chemistry. Perhaps they will be able to supply you with a copy.

With best wishes,

Sincerely yours,
AEJ:eb Alfred E. Jones

* A copy of your publication=your reprint.

L e t t e r 15 (acknowledging receipt of publication)

August 30, 19...

Dear Dr. Jones:

I wish to acknowledge with sincere gratitude receipt of your publication entitled «Function of Acetylcholine As a Synaptic Transmitter». This paper is exceedingly important to me for my experimental work. If you are interested in having a paper describing my work in this field, I shall be very happy to send it to you as soon as it is published.

I thank you once again for your kindness and trust to hear from you soon.

With best regards,

Sincerely yours,
Igor S. Melnikov

L e t t e r 16 (arranging for an exchange of publications)

20th April, 19...

Dear Miss Raiya A. Kuzmina,

Recently we have received a copy of your new periodical «Vodnoje Khozaistvo». We should like to arrange for an exchange of publications with your Commission and can offer our «Water Ways» in return.

If this suggestion meets your approval, kindly let us know and we shall be glad to place the name of your Commission on our exchange mailing list for future copies.

We wish to be placed on your mailing list to receive all future issues.

Hoping to hear from you in the near future, we are,

Yours sincerely,
Lydia A. Arnolds

L e t t e r 17 (reply to letter 16)

29th April, 19...

Dear Miss Lydia A. Arnolds,

We are in receipt of your letter of 29th April, 19...We shall be glad to arrange for an exchange of publications with your Natural Science Commission and are very much obliged for your kind suggestion to place us on your exchan-

ge mailing list to receive your periodical «Water Ways». In our turn we have added the name of your Commission to our list for all future issues.

I wish to assure you that such an exchange of publications will be to the mutual assistance of both Commissions in natural science research.

With best regards,

Yours sincerely,
Raiya A. Kuzmina

Letter 18

15th December, 19...

Dear Prof. Novikov,

Thank you very much for your letter of 10th December, from the content of which I learn that you are near to finishing your book and that it will be published in the near future. I hope you will not forget me and be so kind as to present me with an edition.

I wish to make use of this opportunity and ask you to send me a copy of Biofizika, No. 3, 1960. Dr. A. B. Baskova has published in this journal a paper which is of great interest to me. If this journal is not available I would kindly ask you to inquire from Dr. Baskova whether she happens to have a spare copy of this publication and whether she would be willing to supply me with one.

With best wishes,

Yours sincerely,
R. A. Crowford

Letter 19 (reply to letter 18)

20th December, 19...

Dear Prof. Crowford,

It is a great pleasure to receive your letter dated 15th December. Thank you very much for your cordial wishes concerning my book. My book will comprise 22 signatures. I may assure you that when the book comes off the press I shall be delighed to send you a copy. You have my word for it.

As for your request regarding Biofizika, No. 3, 1960, I am happy to inform you that I sent you this issue under

separate cover. I have contacted Dr. Baskova and she told me that she would like to arrange for an exchange of publications with you. I am sending you her address: ...

I am very glad I could be of this service to you and if you need any further help for me, do not hesitate to write me.

Please convey my best regards to Dr. Charles P. Bradley.

Yours sincerely,
Roman N. Novikov

Many research institutions and scientists use printed standard cards for requesting publications as well as for acknowledging receipt of them.

The most commonly-used patterns are the following cards:

..., 19...

Dear...,

I shall be most grateful to receive the following publications (reprints):

. . . .

. . . .

Thank you * for your prompt attention.

Yours sincerely,
...

..., 19...

Dear...,

We acknowledge with thanks receipt of your publication (reprint):

. . . .

. . . .

I trust you are receiving our publications regularly.

Yours sincerely,
...

* *Thank you* in these cases are usually translated into Russian 'Заранее благодарю Вас' or 'Заранее благодарен Вам'.

..., 19...

Dear...,

I would greatly appreciate receiving a reprint of your paper:

. . . .

. . . .

Thank you for this courtesy.

Yours sincerely,

...

..., 19...

Dear Sir,

Please acknowledge receipt of the following publication (reprint):

. . . .

. . . .

Thank you very much.

Yours sincerely,

...

..., 19...

Dear...,

We gratefully acknowledge receipt of the following publications (reprints):

. . . .

. . . .

Our sincere thanks,

Yours truly,

...

CONTRIBUTIONS OF PAPERS FOR PUBLICATION

Letter 1

March 17, 19...

Dear Professor P. Petrov:

We have started the publication of a new journal «...» in which we intend to deal with such problems as...Since

the journal covers extensively your field of activity, we hope that it will call your interest.

In this connection we cordially invite you to co-operate with us and would welcome any contributions from you, which come within the scope of the journal. Perhaps you could contact other people who would be willing to submit their papers, detailed abstracts and other publications to our journal. I wish to thank you on behalf of the editorial board and myself for your co-operation.

In anticipation of your reply I remain with kindest personal regards.

Sincerely yours,
WRW/DC Walter R. Winston
Editor-in-chief

L e t t e r 2 (favourable reply to letter 1)

March 20th, 19...

Dear Dr. Winston:

It is a pleasure to receive your letter dated March 17, 19... from which I am happy to learn that you have established a new journal. From the numerous problems your journal intends to raise I can judge of the importance and usefulness it will have in developing this branch of science.

It is very kind of you to invite me to co-operate with your journal and to submit my papers for publication there. I shall be very glad to comply with your request and send you future articles for your consideration. I have also called the attention of some research workers in this country and I trust you will shortly hear from them. Here are the names of some of them: Prof. V. B. Smirnov, Prof. G. N. Goldberg, Dr. R. A. Smirnov and Dr. P. S. Spasskaja. All of them seem to take a great interest in your journal and wish it a good start and much success. I would also like to add my personal wishes.

Looking forward to hearing from you again, I remain,
Sincerely yours,
APP: EF Arthur P. Petrov

L e t t e r 3 (unfavourable reply to letter 1)

March 20, 19...

Dear Dr. Winston:

I am very glad to receive your letter of March 17, 19... and to learn of your intention to establish a new journal. May I wish you good luck in your undertaking and great success of your journal. I am very grateful to you for your kind invitation to co-operate with your journal but I am very sorry to disappoint you. I am unable to supply you with articles for publication in your journal insomuch as my field of activity has nothing in common with the problems being raised in it.

However, as requested by you, I have contacted some research workers who are concerned with these problems. They informed me of their willingness to publish their papers in your journal. I personally think it would be very nice if your journal would extend to them an invitation. Attached to this letter you will find a list of names and addresses.

If I can be of any further help to you, please write me.

With best wishes and regards,

Yours sincerely,

APP: EF

Arthur P. Petrov

Enclosure: list of names and addresses

L e t t e r 4

March 28, 19...

Dear Professor Smirnov:

I am in receipt of your letter and contribution entitled... which arrived with the same mail this morning. I wish to inform you I have already taken steps to arrange for the translation of your paper. We shall naturally send you galley proofs of the article prior to final printing and kindly ask you to make the necessary corrections at your earliest convenience.

With best wishes,

Sincerely yours,

WRW/dc

Walter R. Winston

Letter 5

April 12, 19...

Dear Professor Smirnov:
With reference to my letter of April 3, 19... I am sending you under separate cover two copies of galley proofs for your correction. Once again I kindly ask you to return the corrected copy at your earliest convenience taking into consideration that your paper is scheduled to appear in the May issue.

With best regards,

Sincerely yours,
Walter R. Winston

WRW/dc

Letter 6

19th April, 19...

Dear Dr. Winston,

I have received your letter of April 12th, 19... and the galley proofs you have sent me for my correction. I have looked them through carefully and I should like to call your attention to the following typographical errors in the copy:

1) Page 3, line 7 should read: ......

2) Page 3, line 14 should read: ......

I am very pleased with the translation with the exception of one passage (page 6, beginning line 12). In my opinion this passage should be translated in the following way in order to convey the exact idea: . . . .

I am dispatching the corrected copy with this mail.

With best wishes,

Yours sincerely,
Viktor B. Smirnov

VBS/mf

Letter 7

30th April, 19....

Dear Prof. Smirnov,

Thank you for your letter of April 19th, 19...We are glad to receive the corrected copy of galley proofs of your article. We have taken all the necessary measures to exclude the Printers' errors. We have also shown your version to the translator who agrees with it wholly and asks you to excuse him for the misinrtepertation of this passage.

In 3—4 days your paper will go to final printing and appear in our May issue.

With best regards,

Sincerely yours,
WRW/eb Walter R. Winston

Letter 8

5th May, 19...

Dear Prof. Smirnov,

It gives me great pleasure to inform you that the May issue of our journal has come off the press. We have forwarded to you under separate cover a copy of the journal and 20 reprints of your publication.

If you are interested in obtaining further reprints of your paper we shall be very glad to offer them to you at our regular prices.

We are very grateful for your contribution and look forward to receiving others from you and from your colleagues.

We trust we shall hear from you in the near future. Best wishes from myself and from the editorial board.

Sincerely yours,
WRW/eb Walter R. Winston
Editor-in-chief

Letter 9

10th May, 19...

Dear Dr. Winston,

Thank you very much for your kind letter and for the copy of the journal and 20 reprints. I find the journal exceptionally interesting and useful and I may only wish that future issues will be as interesting as this one.

At the present moment I have no new contributions to make to your journal.

I was very glad to have had this opportunity to make your acquaintance by correspondence and I am looking forward to meeting you personally.

Best personal regards,

Yours sincerely,
VBS: mf Viktor B. Smirnov

Here are some of the most commonly-used patterns covering this section:

1. I would like to arrange for an exchange of publications (reprints, etc.) with you.

2. I would appreciate very much exchanging publications with you.

3. An exchange of reprints would be appreciable.

4. I would like to establish an exchange of reprints, etc.

5. I would like to have reprints of «...»

6. I would like to have forwarded to me «...» in exchange for «...»

7. I should be glad if you would let us have a reprint of your paper «...»

8. I should appreciate it if you would kindly continue to send me your reprints.

9. I would be very grateful if you could arrange to forward me a copy of your publication.

10. We invite you to contribute to our journal.

11. We welcome any contributions from you.

12. We ask your permission for translating and submitting to (publishing in) the Journal of Mathematics your reprint, etc.

13. We would be very happy to be put on your mailing list.

EXERCISES

I. Translate into Russian:

1. I am looking forward eagerly to receiving your latest reprint.

2. We are looking forward to arranging for a regular exchange of publications with you.

3. I would be most obliged to you if you would place my name on your reprint mailing list for any of your papers relative to this subject.

4. We shall be very grateful if you kindly continue to send us abstracts published in Animal Physiology.

5. I would like to receive other reprints on this subject.

6. I appreciate very much the many reprints of your work in the field of «Radiation Materials».

7. We acknowledge with thanks receipt of your reprint «The Nature and Measure of Economic Activity».

8. I have the pleasure of sending you two corrected copies of galley-proofs for final printing.

9. I should be most grateful if you could arrange for the author's corrected proofs to be sent to us.

10. I should be thankful if you would arrange to forward me a copy of your publication «Formation of Polymer from Ribonucleoside Diphosphates in Presence of Mg^{++}».

11. I shall let you know the tentative date of your publication as soon as I come to a final agreement with our Publishing House.

12. If reprints are available would you be so kind as to send me copies.

13. Please excuse me for the delay in sending you galley-proofs of your contribution.

II. Translate into English:

1. Я был бы Вам очень благодарен, если бы Вы прислали мне один оттиск Вашей работы.

2. Я был бы рад наладить обмен научными статьями между нашими институтами.

3. Как нам стало известно, Вы собираетесь написать статью для нашего журнала. В связи с этим мы убедительно просим Вас сообщить нам название статьи.

4. Я пользуюсь благоприятным случаем выразить свою благодарность за посланный Вами оттиск.

5. Мы надеемся, что в дальнейшем нам представится возможность опубликовать Ваши работы.

6. В настоящее время мы, к сожалению, не можем выслать Вам эти статьи, так как они готовятся к печати в очередном номере журнала.

7. Высылаю по Вашей просьбе оттиск моей статьи, напечатанной в журнале «Языки народов Азии и Африки», № 3, 1964 г.

8. Я был бы Вам очень благодарен, если бы Вы прислали мне апрельский номер журнала «Вопросы языкознания».

9. Я рад сообщить Вам, что мы включили Ваше учреждение в список для получения нашего журнала.

10. С благодарностью подтверждаем получение Ваших гранок.

11. Я надеюсь, что Вы согласитесь написать о работе Вашей лаборатории в журнал «Естествознание».

III. Use the correct preposition if necessary:

1. I have pleasure (to, in) forwarding (to, after) you a reprint (about, of) my report, requested (by, with) you.
2. I must thank (to) you (with, for) the trouble you have taken (for, with) translating my paper.
3. We would be very happy if you would arrange to forward (to, for) us a copy (after, of) your publication.
4. I am writing (to, for) you (in, by) reference (of, to) the following article.
5. We are very grateful that you have been able to arrange (with, for) the publication (in, of) the Physical Congress symposium.
6. We intend to pass the proofs (on, for) press not later than January 3rd.
7. Thank (to) you very much (for, with) putting our name (to, on) your distribution list (of, for, with) abstracts.

IV. Fill in the blanks with the appropriate word or expression: ***in exchange for, to submit, to come off the press, to come across, via, field of research work, to arrange for.***

1. While reading the Journal of Ore-Mining I happened ...an article written by you.
2. Please send us your latest publications...ours.
3. Will you be able...me an appointment with the editor-in-chief of your journal?
4. According to our information we expect the book... in two weeks.
5. I am sending you the list of reprints...Professor Konstantinov who will come to your country at the end of March.
6. We would like to know whether you intend... your paper to our journal.

V. Add introductory phrases according to the model:

...of sending you the galley-proofs.— I have the pleasure of sending you the galley-proofs.

1. ...to be put on your mailing list.
2. ...to establish a regular exchange of papers.
3. ...for the contribution you have sent us.
4. ...to arrange to forward me the galley proofs.
5. ...if you continue to supply me with abstracts.

VI. Finish the lines using the patterns of this section:

Example: Thank you very much...— Thank you very much for sending me the corrected pages.

1. I am very glad of this opportunity to...
2. I have pleasure in sending you...
3. I would be greatly appreciative if you...
4. I trust I shall be receiving regularly...
5. It would be greatly appreciated if you...

VII. Build up sentences by arranging the words in proper order:

1. Receipt of acknowledge your reprint we.
2. Inform impossible journal need we you it we obtain regret you find now that to the to.
3. Happy to abstracts shall be as I in journal appear the send they further you.
4. Mailing should placed be like to your on list we.

VIII. Make up sentences using component parts of each column:

I take this chance	for which I am very grateful	to your journal
I have duly received your reprint	in helping us	from you
We ask your co-operation	to receiving new contributions	you intend to make
I have the pleasure	if you would contribute	which you requested
Please advise us	of returning the corrected page-proof	to our journal
We would very much appreciate it	of sending you the reports	to solve this problem
We are looking forward	about the amendments	to you

SECTION EIGHT

Section eight deals with correspondence concerning organization of congresses, conferences, etc.; letters of invitation, visits and letters of hospitality; appointments and letters of introduction.

ARRANGEMENT OF CONGRESSES, CONFERENCES, SYMPOSIA, ETC.

L e t t e r 1

18th September, 19...

Dear Professor Novitsky,

At its meeting in B— the Executive Committee of the Morphological Society decided to convene the VI International Congress on Morphological Structure in L—, in January 19...

I would be glad of your co-operation in choosing some of the themes you think are of International interest as per enclosed list and to let me have your suggestions before 1st November, 19... In this way we shall be able to make a well-considered choice.

Besides, we are setting up an Organizing Committee and would be very glad if you agreed to co-operate with us on this Committee as representative of your country.

I am looking forward to your reply in the near future.

With best wishes,

Yours sincerely,
John H. Hartley

Enclosure: list of themes

L e t t e r 2 (favourable reply to letter 1)

23rd September, 19...

Dear Professor Hartley,

I am very glad to receive your letter of 18th September and to learn that the executive Committee of the Morphological Society decided to convene the VI International Morphological Structure Congress in L—.

My colleagues and I have studied the list of themes with careful attention and we find it embraces practically all sections of our field of research. Nevertheless, we consider that it would be important to elucidate the following problems:

1. . . . .
2. . . . .

As far as themes 2 and 4 are concerned we kindly wish to inform you that Dr. A. A. Smirnov and Dr. B. S. Anisimov of the Institute of Sea Animal Morphology would be able to present corresponding papers. We would also like to welcome other reports on these suggestions.

I am very grateful for your kind invitation to co-operate with you on the Organizing Committee and I accept it with pleasure.

I am making use of this opportunity to thank you for the reprint and the fine souvenir you sent me.

I trust I shall hear from you soon.

My best regards,

Yours sincerely,
Yevgeny R. Novitsky

Letter 3 (unfavourable reply to letter 1)

23rd September, 19...

Dear Professor Hartley,

Thank you for your letter of 18th September, 19... from which I learn of your intention to convene the VI International Congress on Morphological Structure.

I am very grateful to you for your kind invitation to co-operate with you on the Organizing Committee but unfortunately, I am not in a position to accept it as I shall be very busy lecturing.

With respect to choosing some of the themes of International interest from the list you sent me, I would personally suggest the following ones:

1. . . . .
2. . . . .

These themes, in my opinion, reflect best of all the field of activity that the Congress should cover.

I am very sorry I cannot be of any further help to you.

With best wishes,

Yours sincerely,
Yevgeny R. Novitsky

L e t t e r 4 (reply to letter 2)

26 September, 19...

Dear Professor Novitsky,

Thank you very much for your letter of 23rd September, 19...We are pleased to learn that you are willing to cooperate with us in organizing the VI International Congress on Morphological Structure.

All further information concerning the activity of the Organizing Committee will be forwarded to you for your consideration. The Chairman of the Committee will be Dr. A. P. Switzel. His address is: ...I trust you will soon hear from him. He was also very glad to learn of your participation in the work of the Committee.

We are very grateful to Dr. Smirnov and Dr. Anisimov for their willingness to present their papers. The Organizing Committee will contact Dr. Smirnov and Dr. Anisimov in order to extend to them an official invitation to attend the Congress.

I am happy to learn that you are pleased with the souvenir.

Hoping to hear from you again, I remain,

Yours sincerely,
John H. Hartley

L e t t e r 5

29 September, 19...

Dear Prof. Novitsky,

Dr. John H. Hartley wrote informing me of your agreement to co-operate with us on the Organizing Committee for convening the VI International Congress on Morphological Structure.

Attached to this letter I am sending you the final list of themes. We suggest that the working languages should be English, French, Russian and Spanish, and in this connection we request you to arrange for the translations of the Russian texts into the other languages and the English versions of the papers into Russian. We have arranged with Permel Press for printing the Proceeding of the Congress.

I would very much appreciate your sending me the final list of papers to be presented by the USSR not later than 20th November.

As soon as we have all the papers we shall prepare the Programme Announcement for the Congress, the Agenda and proposed arrangement for the presentation of the papers as well as the list of participants and guests.

If you have any new suggestions to make, we will welcome them with great pleasure.

The first General Meeting of the Organizing Committee will be held in V— from 2nd to 6th November and we kindly invite you to attend it.

With best regards,

Yours sincerely
APS/mr Albert P. Switzel,
Chairman of the Organizing Committee

Letter 6

26 September, 19...

Dear Dr. Smirnov,

Professor Novitsky has informed me that you are willing to present a paper on... at the VI International Congress on Morphological Structure.

The purpose of this letter is to officially invite you to participate in the VI International Congress on Morphological Structure to be held in L— from 3rd to 10th January, 19... We trust that you will kindly accept.

In anticipation of your reply, I remain,

Yours truly,
APS/mr Albert P. Switzel
Chairman of the Organizing Committee

Letter 7 (favourable reply to letter 6)

30th September, 19...

Dear Dr. Switzel,

I am in receipt of your letter of 26 September, 19... and wish to thank you for your kind invitation to participate in the VI Morphological Structure International Congress to be held in L— from 3rd to 10th January, 19...

Professor Novitsky wrote me about the themes of the Congress and I informed him of my willingness to present a paper on ... He has already arranged for its translation into English, French and Spanish.

I trust I shall receive the Programme and Agenda in the very near future.

With best regards,

Yours sincerely,
Roman A. Smirnov

Letter 8 (unfavourable reply to letter 6)

30th September, 19...

Dear Dr. Switzel,

I am very grateful for your letter of 26th September, 19... and for your kind invitation to take part in the work of the VI Morphological Structure International Congress. I am very sorry that I have to decline your invitation, but I have already given my consent to participate in a Symposium for the same date.

Yours sincerely,
Vladimir S. Yefremov

Letter 9 (reply to letter 5)

4th November, 19...

Dear Dr. Switzel,

Thank you for your letter of 29th September and for the final list of themes. I am very glad to learn that you have arranged for the publication of the papers. As far as the translations are concerned — they will be ready by the end of the month. I trust they will reach you by November 1st.

As to other suggestions — I should like to take them up for discussion at the General Meeting of the Organizing Committee which I shall attend with great pleasure.

Dr. V. S. Yefremov wrote me a letter about his declining your invitation due to other engagements. He informs me of his having written to you about it. I believe you have received it by now. We would like to include Dr. N. S. Gudkov in the USSR delegation to the Congress. He will present the following paper: ... which also covers the themes of the Congress.

I will arrive in V— on 1st November and will be happy if you could meet me at the airport.

With best wishes,

Yours sincerely,
Yevgeny R. Novitsky

Letter 1

April 11, 19...

Dear Prof. Adams:

I am drawing up a program indicating the titles and authors of papers and a tentative order of discussion which I hope to send you in the course of the next few weeks together with a provisional list of participants.

With best wishes,

Sincerely,
Georgii R. Romanov

Letter 2

3rd October, 19...

Dear Dr. Osborne,

I thank you very much for your letter of 25th November and for the Programme and invitation to the 3rd International Symposium on Magnetism] to be held in K— from 12th to 16th January, 19...

I am very happy to become acquainted with the contents of the Programme and consider it to be exceptionally interesting. In a week or so I shall be able to inform you whether I shall be free to attend the Symposium. At any rate, I shall forward to you my paper on Ballistocardiography in Diagnosis. I would like very much to attend the Symposium if I have no other engagements for that time, and meet my colleagues there.

With best regards and wishes,

Yours sincerely,
Yegor S. Shtrauss

Letter 3

August 15, 19...

Dear Dr. Levchenko:

I enclose a copy of the provisional program of the meeting. In a week I shall be able to send you the various working papers.

I am very grateful to you for sending me your reprint. Dr. Brave asked me to convey his best regards to you and

wishes you success and fine health. Will you be so kind as to inform us the number of the Soviet participators. We would like to make up the list of contributors.

Dr. Filimonov who is on a visit here called on me and gave me a brief account of the work you are doing. I should be delighted to see you at the Conference and discuss various problems with you.

Looking forward to seeing you soon, I am,

Sincerely yours,
Arnold B. Johnson

LETTERS CONCERNING LENGTH AND TIME OF COMMUNICATIONS

Letter 1

12th February, 19...

Dear Dr. Ignatyev,

I am very happy to learn that you are going to submit a paper to the Conference on ... Enclosed is the Programme Announcement together with a list of expected participants.

I wish to draw your attention to the following: all papers at the Conference should be about 5,000 words in length, written in English and should reach the Secretarial before the end of February.

With kind regards and hoping to hear from you soon,

Yours sincerely,
John S. Brent

Letter 2

19th February, 19...

Dear Dr. Brent,

It is a great pleasure to receive your letter of 12th February. I wish to thank you very much for sending me the Programme Announcement and list of expected participants. I was very glad to see the names of Dr. R. Brown and Dr. P. Jones among the participants.

Frankly speaking, I didn't expect that the length of the paper would be 5,000 words and I had some difficulty to

cut it down to that figure. Nevertheless I have succeeded and just two days ago I sent it to you by air mail.

I would greatly appreciate your acknowledging receipt of it. As I understand the papers will be distributed before the opening of the Conference.

I have already made arrangements for my departure and shall fly in on March 15th.

I trust I shall see you soon.

Best wishes,

Yours sincerely,
Leonid R. Morozov

Letter 3

November 16, 19...

Dear Prof. Esmond:

Thank you very much for your letter of November 10th and for your contribution to the International Conference on ... Your name will be included in the Program as a principal speaker. Each principal speaker will be allotted 20 minutes for his presentation and each official discussant 5 minutes for his discussion.

Best personal regards.

Sincerely yours,
B. E. Kostov

LETTERS DEALING WITH OTHER QUESTIONS ABOUT ORGANIZING CONGRESSES, CONFERENCES, MEETINGS, ETC.

Letter 1

16th June, 19...

Dear Prof. Gordon,

Further to our conversation which took place in Paris at the X International Physical Congress and on behalf of the USSR Academy of Sciences I should like to submit our proposal regarding the convocation of the XI International Physical Congress in Moscow, in 19...

Hoping that our proposal will meet with your approval,

Yours sincerely,
Boris S. Fedin

Letter 2 (reply to letter 1)

22nd June, 19...

Dear Dr. Fedin,

Your letter dated 16th June, 19... has been given careful consideration and I am glad to tell you that all the scientists whom I have contacted are very sympathetic towards holding the XI International Physical Congress in Moscow, in 19 ...

We would very much appreciate it if you informed us what themes you propose and how many people are expected to participate in the Congress. I would like to make the following suggestion that we meet and discuss the themes in detail.

I trust I shall hear from you soon.

Yours sincerely,
Alfred B. Gordon

Letter 3

15th August, 19....

Dear Dr. Sorkin,

On behalf of the National Committee of Biology, I should like to inform you that the Section of Ichthyology proposes organizing an International Symposium on Saltwater Fish in R— on 20th September, 19...

I consider that this will provide an excellent opportunity for most eminent world scientists to meet and discuss the many problems of Ichthyology both on a national and international level.

We would kindly ask you to prepare a paper on the work of your section in this field of research. It would be much appreciated if you could reply to this letter at your earliest convenience.

With best regards,

Yours sincerely,
Ferdinand R. Ainsweld

L e t t e r 4 (reply to letter 3)

20th August, 19...

Dear Dr. Ainsweld,

I was very glad to receive your letter with the pleasant news that the Section of Ichthyology is going to organize an International Symposium on Salt-water Fish.

I am complying with your request concerning the contribution of a paper on our research and I shall be able to send it to you by the end of the month.

I trust I shall hear from you in the near future.

With best regards,

Yours sincerely,
Michael B. Sorkin

L e t t e r 5

8th March, 19...

Dear Prof. Fedoseyev,

We wish to inform you that the meeting of the Executive Committee will take place in K— on 25th March, 19...

The Agenda of the meeting is the following:

1. . . . .
2. . . . .
3. . . . .

If you have any other suggestions to make, kindly write to us at once so that we could have them distributed to other members of the Committee for provisional consideration.

I am looking forward to seeing you at the meeting.

Yours sincerely,
Robert P. Simmens

L e t t e r 6 (reply to letter 5)

13 March, 19...

Dear Dr. Simmens,

I acknowledge receipt of your letter in which you announce about the meeting of the Executive Committee. I wish to inform you that I shall attend the meeting and that I shall arrive in K— on the 23rd March, 19... I kindly ask you to make reservation for me at Hotel C—.

Please find enclosed some suggestions that our Commission wish to make.

Yours sincerely,
Igor F. Fedoseyev

Enclosure

Letter 7 (circular letter)

12th November, 19...

Dear Colleague,

The main object of this letter is to bring you up to date with the Committee news.

I have written to all the members of the Planning Committee inviting them to help us in the organization and preparation of the Program.

The next meeting of the Committee will be held in S— in January, 19...

Yours sincerely,
John H. Higgens

INVITATIONS TO CONGRESSES, CONFERENCES, ETC.

FORMAL INVITATION

Letter 1

10th May, 19...

Dear Dr. Burdov,

The Organizing Committee for convening the III International Congress on Geophysics officially invites you to participate in the work of the Congress to be held in C— from 3rd to 9th June.

We would very much appreciate an early reply to this invitation and hope we shall have the pleasure of seeing you there. Further arrangements will be expedited if immediate acceptance of the invitation is written directly to the Organizing Committee.

Yours truly,
Frank R. Williams

Letter 2 (favourable reply to letter 1)

16th May, 19...

Dear Dr. Williams,

It gives me great pleasure to accept your kind invitation to participate in the work of the IIIrd International Congress on Geophysics.

I shall cable you the date of my arrival on the day of my departure.

I am looking forward to seeing you and many other colleagues.

My best wishes,

Yours sincerely,
Kirill S. Burdov

Letter 3

June 3, 19...

Dear Prof. Hill:

On behalf of the Program Committee it gives me a great pleasure to extend to you an invitation to participate in the VI Symposium on Electroanalytical Chemistry to be held in Tbilisi, July 1—7.

It would be very much appreciated if you could reply to this invitation at your earliest convenience. Unless I have an answer from you by June 25 I shall assume that you will be unable to accept this invitation.

It will be a great pleasure to see you at what promises to be a most interesting and pleasant meeting.

In anticipation of your reply, I am,

Sincerely yours,
Roman B. Frolov

Letter 4 (unfavourable reply to letter 3)

June 10, 19...

Dear Dr. Frolov:

I very much appreciate your kind invitation to participate in the VI Symposium on Electroanalytical Chemistry to be held in Tbilisi. I am so sorry to lose this opportunity of coming to your country and meeting my colleagues.

Had your invitation reached me a little earlier I would have been happy to come to your country. Unfortunately, it is inconvenient for me to cancel my engagement as I have promised to lecture to a body of undergraduates at Wisconsin University for that period of time.

Dr. John P. Sparrows of Kinsley University is one of the party of American scientists coming to the Tbilisi Symposium. He is a prominent specialist in the field of analytical chemistry. It is his first visit to the USSR. and he would like very much to see your laboratory and meet you and other Soviet colleagues. If you like he can prepare a series of lectures on the latest developments in analytical chemistry in the United States, which, in my opinion, will be interesting to hear.

Hoping to hear from you soon,

Sincerely yours,
William N. Hill

Letter 5 (reply to letter 4)

June 15, 19...

Dear Prof. Hill:

I have received your kind letter of June 10 from which I learn that you are unable to accept our invitation to participate in the Tbilisi Symposium. We were looking forward to seeing you among us. Perhaps at the last moment you will be able to find some opportunity to cancel your lectures.

I am very happy to hear that Dr. Sparrows is also coming to the Symposium and I shall be very glad to make his acquaintance personally. We will do our best to make his stay in this country both pleasant and interesting.

With best wishes,

Sincerely yours,
Roman B. Frolov

Formal invitations for different official occasions are presented on cards in the third person. Formal invitations and replies to them are never addressed with a salutation (Dear Sir, etc.) nor finished with a complimentary ending (Yours truly, etc.).

Official Invitation

The (name of institution or person)
request(s) the pleasure of (name of person)
at (occasion *) to be held at (address),
at (time **) on (day, date)
R. S. V. P. ***

The reply to an invitation is usually typed.

Usual form in accepting official invitation:

(Name of person) thank(s) the (name of institution or person) for its (their) kind invitation to (occasion) to be held at (address), at (time) on (day, date) which he has much pleasure in accepting (to accept).

Usual form in refusing official invitation ****:

(Name of person) thank(s) the (name of institution or person) for its (their) kind invitation to (occasion) to be held at (address), at (time) on (day, date), but regrets he is unable to accept owing to...

Here are some refusal phrases and clauses.

1. ...owing to (because of) my poor health.
2. ...owing to a prior engagement for that day (evening, time, period).
3. ...as I have an urgent business appointment to attend to.
4. ...as I have already accepted an invitation earlier.

---

* The occasion should be capitalized.

** The time may be written out in full, e. g. at six o'clock.

*** *Répondez, s'il vous plaît* — which is translated from the French *Reply, if you please.*

**** It is generally accepted to present the cause of refusal.

INFORMAL INVITATION

Informal invitations and replies to them are written as a usual letter.

L e t t e r 1

5th March, 19...

Dear Dr. Perry,

I have the pleasure of extending to you an invitation on behalf of the Soviet delegation to a Reception to be held in Hotel P— at seven o'clock on Friday, the tenth of March, nineteen sixty...

An early reply from you would be most appreciated.

Yours truly,
Roman S. Nikolayev

L e t t e r 2 (favourable reply to letter 1)

6th March, 19...

Dear Prof. Nikolayev,

Many thanks indeed for your kind invitation to a Reception to he held in Hotel P— at seven o'clock on Friday, the tenth of March, nineteen sixty... which I accept.

Yours truly,
Rudolf D. Perry

L e t t e r 3 (unfavourable reply to letter 1)

6th March, 19...

Dear Prof. Nikolayev,

I very much regret that I am unable to accept your kind invitation to a Reception to be held in Hotel P— at seven o'clock on Friday, the tenth of March, nineteen sixty... as I have already accepted a previous invitation for that date.

Yours truly,
Rudolf P. Perry

Letter 4

13th August, 19...

Dear Prof. Ambrose,

We are giving a dinner on Thursday the 18th August at 5 p. m. and shall be pleased if you will favour us with your presence.

We shall very much appreciate a reply from you.

Yours sincerely,
Maxim P. Romanovsky

Letter 5 (favourable reply to letter 4)

14th August, 19...

Dear Dr. Romanovsky,

It is with great pleasure that I accept your invitation to dinner on Thursday the 18th August at 5 p. m. I am awfully sorry that I shall come an hour later as I have to keep a business appointment for that time.

Yours sincerely,
Phillip R. Ambrose

Letter 6 (unfavourable reply to letter 4)

14th August, 19..

Dear Dr. Romanovsky,

I am very thankful to you for your kind invitation to dinner on Thursday the 18th August at 5 p. m. but I am very sorry I must decline it as I do not feel too well.

Yours sincerely,
Phillip R. Ambrose

LETTERS CONCERNING VISITS. LETTERS OF HOSPITALITY

Letter 1

3rd April, 19...

Dear Dr. Holgreeve,

I have the pleasure of extending to you an invitation on behalf of the National Committee of Spectroscopy and myself to visit this country in June as a guest of the USSR Academy of Sciences.

May I assure you that my colleagues and I are looking forward to seeing you here and will do everything to make your stay in this country both interesting and pleasant.

Enclosed you will find your itinerary. If there are any suggestions you wish to make, please write to us at once and we shall give them our consideration.

We trust you will accept this invitation. Unless we receive a reply by 1st May, we shall assume you will not be able to accept this invitation.

With best regards,

Yours sincerely,
Pavel S. Snegov

Encl.: itinerary

L e t t e r 2 (favourable reply to letter 1)

10th April, 19...

Dear Dr. Snegov,

It is a great pleasure to accept your kind invitation to pay a visit to your country in June as a guest of the USSR Academy of Sciences.

I have studied the itinerary very carefully and I find it very interesting indeed. I shall be very glad if you would advise me of the dates which you envisage for my visit.

I trust I shall hear from you soon.

With best wishes,

Yours sincerely,
James R. Holgreeve

L e t t e r 3 (unfavourable reply to letter 1)

10th April, 19...

Dear Dr. Snegov,

I am in receipt of your letter of 3rd April and wish to thank you very much for your kind invitation. I very much regret I am unable to accept for this year as I have to complete my manuscript by June 15th.

I am sending you with this mail a reprint of my paper published in Applied Optics.

With best wishes,

Yours sincerely,
James R. Holgreeve

Letter 4

9th May, 19...

Dear Prof. Popov,

I have the kind invitation of the USSR Academy of Sciences to visit your country in June, 19... The itinerary suggested by the National Committee of Spectroscopy also includes the name of your institute.

My fields of activity are ... I shall be delighted to establish contacts with my Russian colleagues in these fields and to discuss diverse problems.

I am writing to inquire whether you will be in Moscow at this time of the year and will I have the pleasure of seeing you. If you and your co-workers would like to hear about the work of my laboratory I would be happy to offer a short lecture.

I take the liberty of enclosing a list of recent publications from my laboratory; if there are some reprints you would especially like having kindly inform me and I shall be pleased to send them to you.

I trust I shall hear from you soon.

Yours sincerely,
James R. Holgreeve

Enclosure: list of publications.

Letter 5 (reply to letter 4)

16th May, 19...

Dear Dr. Holgreeve,

It is a great pleasure to receive your letter of 9th May from the content of which I learn that you are coming to visit this country at the invitation of the Academy of Sciences of the USSR.

I am very glad to know that your visit to our Institute is included in your itinerary of the USSR. I have consulted my diary and, to my great fortune, I find I have no important engagements for that period and I shall be happy to welcome you to our Institute and to introduce you to my co-workers.

We would greatly appreciate hearing a lecture about the work of your laboratory. Many of our research workers know English, so you may feel free to lecture in that language.

It is very kind of you to offer me your reprints which I hope you will present me in your person. I believe the following reprints would interest me:

1. . . . .
2. . . . .
3. . . . .

Thank you for your interest in visiting our institute.

Looking forward to seeing you soon and to discussing current research problems,

I remain,

Yours sincerely,
Pyotr P. Popov

Letter 6

10th May, 19...

Dear Dr. Maslennikov,

I am planning a short trip to your country in early June by invitation of the Academy of Sciences of the USSR and during my short stay in Kharkov (according to my itinerary of the USSR). I shall have the pleasure of visiting your Laboratories on 14th June. I shall be very happy of the opportunity to meet you and many other Russian colleagues and to discuss different problems in our field of research. I intend to bring with me some of my publications and slides describing the work of our laboratory.

I trust I shall see you in Kharkov on that day.

With best regards,

Yours sincerely,
James R. Holgreeve

Letter 7 (reply to letter 6)

16th May, 19...

Dear Dr. Holgreeve,

Thank you for your letter of 10th May in which you inform me of your plans to visit this country in early June. I hope your trip over to the USSR will be a pleasant one and you will enjoy travelling in this country.

We are very glad to know that you intend to call on our Institute during your stay in Kharkov. We would very

much appreciate your delivering a lecture on the work of your laboratory with a demonstration of slides.

Looking forward to seeing you at our Institute, I am,

Yours sincerely,
Gregorii L. Maslennikov

A letter of hospitality usually follows after the person returns to his own country. It may be an official letter from an institution, organization or private, and should always carry a friendly word of gratitude.

Letter 8

July 30, 19...

Dear Prof. Morfin:

On behalf of the National Committee of ... I wish to express our sincere thanks for the warm hospitality you have afforded Dr. Safronov during his stay in your country. Dr. Safronov had the opportunity to visit many institutes and laboratories and enjoyed the many interesting discussions he had with his US colleagues.

Sincerely yours,
Sergei A. Nikitin

Letter 9

10 August, 19...

Dear Dr. Belov,

Now that I am back in Cambridge I wish to thank you for the excellent hospitality you extended to me and for the interesting discussions that I had with you and your colleagues at your Institute.

It was one of my most valuable experiences during my two weeks in the Soviet Union.

I thank you very much for the splendid presents. Please convey my best regards to your wife and to Dr. Smirnov. I am sending you a new reprint of my recent work.

I am looking forward to seeing you one day in this country as a guest of Cambridge University.

My best personal regards.

Yours sincerely,
Paul S. Humphrey

LETTERS CONCERNING APPOINTMENTS. LETTERS OF INTRODUCTION

Letters concerned with appointments should be concise — right to the point; suggestive — because of making arrangements; informative — explaining the purpose of the appointment.

Letter 1

13 July, 19...

Dear Dr. Afanasiev,

I am now making a tour of the Soviet Union as a guest of the Academy of Sciences of the USSR and I would very much appreciate an opportunity of calling on you. Could you make an appointment with me for Thursday, 25th July at 2 p. m.?

I would like to call on you for the purpose of discussing certain matters concerning the convention of the IV Congress of Ancient History.

In anticipation of your reply, I am,

Yours truly,
Paul R. Hubert

Letter 2 (favourable reply to letter 1)

16 July, 19...

Dear Dr. Hubert,

I acknowledge receipt of your letter of 13 July 19... in which you ask me for an appointment for Thursday, 25th July at 2 p. m. I will be pleased to receive you on this day.

Yours sincerely,
Viktor B. Afanasiev

Letter 3 (unfavourable reply to letter 1)

16 July, 19...

Dear Dr. Hubert,

In reply to your letter of 12 July, 19... I very much regret I am unable to receive you on the day you propose in

your letter as I shall be at a conference in Kiev. I would suggest Monday, 29th July at 10 a.m., if that date suits you best.

Please cable your agreement.

Yours sincerely,
Victor B. Afanasiev

Letter 4

January 17, 19...

Dear Dr. Brown:

I shall be coming to the USA at the invitation of your National Academy of Sciences. According to my itinerary I shall be in San Fransico in March 10—12.

I should very much appreciate the opportunity of talking things over with you personally. If you will suggest the time and date of appointment I shall be grateful to you.

Please send your reply to the following address:.....

Sincerely yours,
Artem P. Loginov

Letter 5

May 3, 19...

Dear Prof. Rybnikov:

I am in receipt of your letter of April 22 in which you ask to call on me on Friday, May 10 at 3 p. m.

I do not wish to place you under an inconvenience, but if it is agreeable to you I suggest postponing the appointment for some other date in view of urgent business I have to attend to. If Tuesday, May 14, 2 p. m. suits you, please advise me at once.

With best personal regards,

Sincerely,
Kirill P. Fedochkin

Letter 6

15th April, 19...

Dear Dr. MacDonald,

I have great pleasure in introducing to you by this letter Prof. Gromov.

Prof. Gromov is visiting Great Britain as a guest of the Royal Society and we should greatly appreciate any assistance you may be able to render him in arranging for a visit to the Belmont Research Centre for the purpose of studying microelements.

Thank you very much.

Yours sincerely,
Vasilii S. Anichkin

Here are some of the most commonly-used phrases and sentences covering this section:

Arranging Congress etc.

1. We have decided to convene a Congress...
2. We are setting up an Organizing Committee for...
3. We would be glad of your co-operation in choosing the themes of the Congress.
4. Please inform us what themes you propose.
5. I should like to submit the following proposals regarding...
6. We hope that our proposals will meet with your approval.
7. We are looking forward to your participation in the Congress.
8. We kindly ask you to agree to co-operate with us on the Committee...
9. I am very happy to become acquainted with the contents of the program(me).
10. We would like to welcome your report.
11. We propose the following arrangement of presentation of papers.
12. The length of the paper should not exceed... words.
13. Each reporter will be allotted... minutes for his presentation.

Extending an invitation:

1. (On behalf of...) I have the pleasure of extending to you an invitation to ...
2. It is a great pleasure to extend to you an invitation to ...
3. (May) we (I) have the pleasure ⟨ of inviting you to ... / to invite you to ...

4. (May) we (I) cordially (sincerely) invite you to ...

5. It is a great pleasure and honour to invite you to...

6.* I trust you will kindly accept this invitation.

7. It would give me very much pleasure if you would accept this invitation.

8. It would be very much appreciated if you could reply to this invitation at your earliest convenience.

Accepting an invitation:

1. Thank you for your kind (sincere) invitation which I accept with great pleasure.

2. I accept your kind invitation with great pleasure.

3. I am pleased to receive your invitation and accept it with pleasure.

4. It is a great pleasure and honour to accept your invitation.

5. I have much pleasure in accepting your invitation to...

Refusing an invitation**:

1. Thank you very much for your kind invitation, but...

2. I very much regret that I am unable to accept your kind invitation owing to ...

3. I am sorry that I am obliged to decline your kind invitation.

4. It is with great regret that I have to decline your invitation.

Regarding visits and letters of hospitality:

1. We invite you to visit...

2. Please inform me the date of my visit.

3. I intend making a tour of your country.

4. Thank you for your interest in visiting our laboratory.

5. I hope you enjoyed your stay in this country.

6. Thank you very much for the excellent hospitality you have afforded (extended to) me.

7. I hope you enjoyed our hospitality.

---

* Sentences 6,7, 8 are usually typed in the end of letters of invitation.

** It is always polite to give your reason for refusing.

Regarding appointments and letters of introduction:

1. I wish to ask you for an appointment for (date and time).

2. I would be very grateful if you would be willing to postpone our appointment for another date and time.

3. I am sorry I have to cancel our appointment for a later date.

4. The purpose of this letter is to introduce to you...

EXERCISES

I. Translate into Russian:

1. It is a great pleasure to me to ask you on behalf of the Organizing Committee to preside at one of the sessions that is going to be held during the meeting of the Council.

2. The University of ... cordially invites you to pay a visit to this country in June for the purpose of delivering a series of lectures.

3. I shall be pleased to call on you if you kindly inform me of a convenient date and time.

4. I will be visiting London early next month. I hope to have the pleasure of seeing you then and renewing the pleasant contact of a year ago.

5. Mr. Jones greatly regrets that owing to his illness he is unable to accept Prof. Ivanov's invitation to a Dinner Party.

6. It is a great pleasure to extend to you an invitation to participate in the 10th International Conference on the Development of Foreign Trade.

7. It is a great honour and privilege for me to accept your kind invitation.

8. I shall be extremely grateful to receive your suggestion concerning the Agenda of the Conference.

9. We have already sent you an official invitation of which I attach a copy.

10. I have the pleasure of sending you an official invitation to visit this country on a date most suitable for you.

11. I am looking forward with pleasure to welcome you in this country.

12. I have the pleasure to invite you to attend the... Symposium which is scheduled on 15th to 19th August, 19...

13. I have the pleasure of accepting the kind invitation of the Scientific Committee to deliver one of the main scientific lectures at the Congress to be held in M— in July, 19...

14. I want to express my gratitude for the superb hospitality which was afforded me by my scientific colleagues in the USSR.

II. Translate into English:

1. Я хочу от имени делегации и лично от себя поблагодарить Вас за хорошую организацию Международной конференции по проблеме фотосинтеза, а также за Ваше гостеприимство и заботу о нас.

2. Мы убедительно просим Вас сообщить нам как можно скорее программу конференции и дату ее созыва.

3. К сожалению, я не смогу воспользоваться Вашим приглашением, так как уезжаю в отпуск.

4. Я с благодарностью принимаю Ваше приглашение посетить Вашу страну в качестве гостя Вашего института.

5. Мы сделаем все, что от нас зависит, чтобы Ваше пребывание в нашей стране было интересным и приятным для Вас.

6. Очень желательно иметь более подробную информацию о программе этого симпозиума.

7. В начале будущего года институт предполагает созвать научное совещание по морфологии растений. Все материалы будут опубликованы вскоре после совещания.

8. Прежде всего я хотел бы поблагодарить Вас за приглашение принять участие в конференции, созываемой институтом с 9 по 14 июля 1964 г. в гор. Онтарио, Канада, и быть гостем Вашей страны.

9. К сожалению, мы не в состоянии подготовить дополнительно доклады в переводе на английский язык.

10. Программа съездов и предварительный список участников будут высланы позднее.

11. Искренне благодарю за любезное приглашение принять участие в симпозиуме по электронике.

III. Use the correct prepositions if necessary:

1. The National Committee (of, for, on) Geography herewith cordially invites you to pay a visit (to, in) this country (for, in) April, 19... (for, with) the purpose (in, of) visiting the Archeological Institute.

2. I am (with, in) receipt (of,for) your information (of, about) the Symposium (of, on) Magneto-Fluid Dynamics which is to be held (at, in) Riga.

3. I am (in, at) present travelling in Great Britain (by, on, at) the invitation (from, of) the Longmen's Laboratories and I request (to) you to receive me (on, for) Monday, August 10, 19... (in, at) 3 p. m.

4. The Organizing Committee (of, for, on) the X International Congress (for, on, of) Chromatography are pleased to accept your paper as a contribution (in, to) the Congress.

5. I thank you very much (with, by, for) your kind invitation (for, to) a Dinner to be held (at, in) Hotel Pickwick (for, at) four o'clock (in, on) Monday, June 3rd, 1965, which I have much pleasure (to, in, for) accepting.

6. Should any unforeseen business prevent me (to, from) coming (to, in) your country, I will inform (to) you promptly.

7. Thank you (with, by, for) your very kind letter (from, of) January 23rd and (with, by, for) the paper which will be included (to, in) the Programme (for, of) the Congress.

8. The Bearer (of, with) this letter, Dr. Sikorsky, a friend (of, by) mine who is (on, with) a lecture tour (in, to) your country (at, by) invitation (of, for) the Royal Society requests you to arrange (for, about) him a visit (to, for) the Institute (of, for) Applied Physics.

IV. Fill in the blanks with the appropriate word or expression: ***to contact, to extend to smb. an invitation, to have an appointment, to elucidate, contribution, hospitality, to embrace.***

1. We thank you very much for the warm reception and... you afforded us during our stay in your country.

2. I... with the manager for 5 o'clock.

3. The Agenda... all the themes of the Symposium.

4. Please... Dr. Vinogradov as soon as you arrive in Novosibirsk.

5. Kindly inform the Secretarial how many... to the Congress does your Committee intend to submit.

6. Thank you for... to visit your country.

7. The purpose of this Conference is... such problems as scientific documentation, translation, abstracting and the storage and retrieval of scientific information.

V. Add introductory phrases according to the model:

...to extend to you an invitation, to participate in the XIV International Geophysical Congress to be held in Oslo in 1953.— It is a great honour to extend to you an invitation, to participate in the XIV International Geophysical Congress to be held in Oslo in 1953.

1. ... to invite you to pay a visit to this country.
2. ... if any other hour of appointment would suit you better.
3. ... if you accept our invitation to visit this country.
4. ... for drawing up my itinerary.
5. ... to inform you that the party of delegates to the Congress will comprise 12 scientists.

VI. Finish the lines using the patterns of this section.

Example: I would greatly appreciate...— I would greatly appreciate your informing me of the date of arrival of your delegation to the Congress.

1. I would very much appreciate ...
2. I very much look forward to ...
3. We shall be very glad if ...
4. We have the pleasure and honour to ..
5. I must inform you with regret that ...

VII. Build up sentences by arranging the words in proper order:

1. Distribute, opening, the, shall, the, we, discussion, of, before, papers, the.
2. Their, present, ten, the, contributors, permitted, a, will, maximum, be, individual, minutes, to, of, reports.
3. List, up, have, of, made, you, the, discussants?
4. We, Congress, date, inform, the, would, grateful, would, very, if, you, us, exact, of, be, the, of.
5. Monday, you, would, make, I, to, appointment, for, like, an, with.

VIII. Make up sentences using component parts of each column:

I am extremely sorry	will be forwarded to you	at the next Congress
On behalf of our delegation and myself	to communicate a paper	to attend the Conference
I shall be very happy	I wish to thank you	in Odessa
We cordially invite you	of your interest	on Friday
We are pleased to know	whether you are willing to postpone our appointment	for your wonderful hospitality
It gives me great pleasure to inform you	to call on us	at a later date
The order of presentation	if you accept our invitation	in this important Conference
Will you kindly cable us	I could not come to Moscow	to visit our Institute
We trust you will find it convenient	that the next Congress will be convened	for a later date

SECTION NINE

Section nine deals with such aspects as congratulations, greetings, wishes and sympathy. The message should be conveyed briefly, expressively, cordially. It is always polite to express one's gratitude for the congratulation or sympathy and to return the greeting.

CONGRATULATIONS

Letters of congratulation are written to institutions, organizations or private persons in connection with success, celebrations, anniversaries, significant occasions, etc.

Letter 1

12tb April, 19...

Dear Dr. Chapman,

I wish to congratulate you on the success of the V International Oceanological Congress and hope that the next Congress will be as fruitful and as interesting as this one.

With best regards,

Yours sincerely,
Alexander P. Rozov

Letter 2 (reply to above letter)

16th April, 19...

Dear Dr. Rozov,

It is kind of you to write such a warm letter of congratulation to me. I am very glad to learn that the V International Oceanological Congress was of great interest to you.

With best wishes,

Yours sincerely,
Peter S. Chapman

L e t t e r 3

4th May, 19...

Dear Mr. Burov,

We wish to express our sincere congratulations on the successful completion of your interesting experiment and trust that the material will be published in the near future,

Yours cordially,
Frank P. Solgers

L e t t e r 4

August 14, 19...

Dear Prof. Hinge:

I was very happy to read in the newspaper that you had received the Walter Prize for your outstanding work and I hurry to congratulate you at once. I wish you further success in your activities.

Sincerely yours,
George E. Skakovsky

L e t t e r 5 (reply to above letter)

August 25, 19...

Dear Dr. Skakovsky:

Thank you very much for your letter and sincere congratulations on the award of the Walter Prize.

I am looking forward to seeing you at the VII International Chemical Conference.

Best wishes,

Sincerely yours,
Paul T. Hinge

L e t t e r 6

17th November, 19...

Dear Dr. Bobrikov,

I am very much obliged to you for your kind invitation to attend the Jubilee celebration of your Institute, which I accept with great pleasure.

I wish to use this opportunity and to congratulate you and your colleagues on this magnificent occasion and wish you good health and every success.

Yours truly,
Stanley P. Robinson

Letter 7 (reply to above letter)

23rd November, 19...

Dear Dr. Robinson,

I am very grateful to you for your cordial congratulations on the Jubilee date of our Institute.

It gives me much pleasure to learn that you have accepted our invitation.

I am looking forward to seeing you soon,

Yours sincerely,
Matvei P. Bobrikov

Letter 8

1st November, 19...

Dear Dr. Ponomarenko,

On behalf of the National Committee for Optics and myself I have the pleasure of extending to you our sincere congratulations on the occasion of your national holiday and wish all our Soviet colleagues great success and fruitful work in developing all branches of sciences for the happiness of mankind.

With best regards,

Yours sincerely,
Henry P. Reese
Chairman of the National Committee of Optics

Letter 9 (reply to above letter)

9th November, 19..

Dear Dr. Reese,

I am in receipt of your letter dated 1st November and wish to thank you most cordially for your congratulations on the occasion of our national holiday. The peaceful work of Soviet scientists is aimed at developing and using all sections of sciences for the benefit of mankind and for the improvement of international relations with all countries.

With best regards,

Yours sincerely,
Oleg F. Ponomarenko

Letter 10

June 24, 19...

Dear Dr. Saltikov,

It is a great pleasure to congratulate you on the occasion of your 60th birthday and to wish you good health and long years of further activity as a scientist and teacher.

Yours sincerely,
Peter R. Gingers

Letter 11 (reply to above letter)

June 23, 19...

Dear Dr. Gingers,

I am indeed very grateful to you for your kind letter containing 60th birthday greeting.

Many thanks.

Yours sincerely,
Ivan S. Saltikov

GREETINGS AND WISHES

Greetings and wishes may be short letters or short notes in the content of a letter on any other matter.

Letter 1

August 29, 19...

Dear Dr. Kozlov:

I am making use of the opportunity to send you my sincere greetings through the courtesy of Prof. Adams who is going to your country.

Enclosed are some of the snapshots made during the Symposium in Baltimore.

I trust I shall hear from you soon.

Sincerely,
Jean H. Carpenter

Letter 2 (reply to above letter)

September 8, 19...

Dear Dr. Carpenter:

Thank you very much for your kind greetings which came to me via Prof. Adams who is here on business. The snapshots that you send me along with the greetings remind me of the pleasant time of our meetings in Baltimore. Please give my best regards to your wife and sons.

I am looking forward to seeing you again at the next Symposium.

Sincerely yours,
Victor P. Kozlov

Letter 3

10th March, 19...

Dear Prof. Jones,

Dr. Shatrov has recently returned to Moscow and he asked me to convey to you and your colleagues his best regards and wishes.

I should also send you my best greetings with the warmest recollections of our meetings in London and with the deepest gratitude to you for the hospitality I enjoyed there.

I am now writing up a report of the work I carried out at the Belmont Laboratories and would kindly ask you to send me the following information:

1. . . . .
2. . . . .
3. . . . .

I trust you will reply to this letter soón.

Yours sincerely,
Maxim P. Markov

Letter 4

December 12, 19...

Dear Colleague,

I cannot tell you how delighted I was with the reprint as well as with the handsome present you sent me. It is a most pleasant present which I shall always treasure.

Please accept my renewed thanks not only for the reprint and beautiful gift, but also for the good wishes which you kindly sent with them.

With best regards,

Yours sincerely,
Franklin S. Sparks

Letter 5

January 15th, 19...

Dear Dr. Goodwin,

I thank you for the good wishes in your letter of January 10th. I certainly reciprocate these to you yourself and all your colleagues.

At the same time I wish to repeat my thanks for the book you have sent me.

With best wishes,

Yours sincerely,
Nikolai R. Romanov

NEW YEAR GREETINGS

Letter 6

27th December, 19...

Dear Dr. Golovin,

It gives me great pleasure to inform you that the translation of your book has been completed and is now being prepared for print. I would kindly request you to send us new photographs of Figures 3, 7, 14 and 28. The ones we have, are no good for printing.

I take this opportunity to send you my best wishes for the New Year and wish you vigorous health and great success in your research.

With kind regards,

Yours sincerely,
Arthur P. Boone

Letter 7 (reply to above letter)

3rd January, 19...

Dear Dr. Boone,

I am indeed happy to learn that my book has been translated and will soon appear in the English edition.

I wish to thank you most cordially for all the trouble you went through with the arrangement for its publication. I am awfully sorry that the photos are no good for printing and I am sending you new ones. I am sure they will be much better.

You were very kind indeed to extend your good wishes for the New Year. I am very glad of this opportunity to wish you and your colleagues a happy and successful 19...

Yours sincerely,
Boris M. Golovin

New Year (post)card greetings are usually short, consisting largely of one sentence, rarely more:

1. Best Wishes for the New Year!
2. All Good Wishes for the New Year!
3. Best Wishes for a pleasant and successful New Year!
4. Every Good Wish for the New Year!
5. Every best wish to you for 19... from my family and myself!
6. I wish you a happy New Year!
7. Best Wishes for your Health and Happiness through the Coming Year!
8. With all Good Wishes for the Coming Year (the New Year) from...
9. With Best Wishes for the New Year from...
10. With greetings for the New Year from...

SYMPATHY (CONDOLENCE, BEREAVEMENT, ILLNESS)

Letter 1

August 12, 19...

Dear Dr. Kuzmin,

We are deeply grieved to announce the news that Professor James R. Armstrong died on August 10 after a prolonged and grave illness at the age of 74.

Albert P. Piedmont

Letter 2 (reply to above letter)

August 16, 19....

Dear Dr. Piedmont,

It is with deep personal grief that I learned of the death of Professor James R Armstrong.

All who knew him will remember his many kindness and his helpful advice.

Please accept my most sincere condolences and expression of wholehearted sympathy with you.

Please also convey my sympathy to his family.

Ivan S. Kuzmin

Letter 3

10th June, 19...

Dear Mrs. Brown,

I have been deeply grieved to learn of the death of your husband. I am writing you this short note to say how deeply I sympathize with you in your terrible bereavement.

Please accept my deep and true condolences.

Yours truly,
Sophia R. Koverina

Letter 4 (reply to above letter)

16th June, 19...

Dear Mrs. Koverina,

Your letter of sympathy brought me considerable comfort in my bereavement.

With renewed thanks for your understanding and sympathy, I remain,

Yours truly,
Ann Brown

Letter 5

August 10th, 19..

Dear Prof. Andrianov,

I am writing to inform you that Dr. Heinz has been taken ill and is at present in hospital. He will probably have to undergo an operation. In this connection I am awfully sorry to inform you that Dr. Heinz will have to cancel his visit to your country as a guest of the USSR Academy of Sciences.

Yours truly,
Miss Helen Greene,
Secretary to Prof. Heinz

Letter 6 (reply to above letter)

August 15th, 19...

Dear Miss Greene,

I was very sorry to hear that Dr. Heinz has been taken ill and is in hospital. I very much regret that he has to cancel his visit to this country as I was looking forward to

making his acquaintance at long last. This will have to wait for another time.

I send all my best wishes for his quick recovery.

Yours truly,
Sergei P. Andrianov

Letter 7

August 20th, 19...

Dear Prof. Andrianov,

Thank you very much for your kind wishes to Dr. Heinz; I shall convey your words to him personally when I see him at the hospital. Dr. Heinz has already been operated upon and he feels much better now.

We trust that Dr. Heinz will make a speedy recovery and will be able to plan a visit to your country in the near future.

Yours truly,
Miss Helen Greene

Here are some of the most commonly-used phrases and sentences in congratulations, greetings and sympathy.

Extending congratulations:

1. May I congratulate you ⟨ on the occasion of .... / on ...

2. I heartily congratulate you on ...

3. It is with great pleasure I write to congratulate you on ...

4. Please (kindly) accept my most cordial and warmest congratulations ⟨ on the occasion of ... / on .....

5. On behalf of ... I wish to extend (convey) to you our sincerest congratulations on ...

6. I must write you this letter (note) to congratulate you on ... I wish you every piece of good luck.

7. My Best Congratulations!

Replying to congratulations:

1. I am much { obliged / grateful / thankful } to you for your sincere congratulations.

2. Thank you very much for your kind congratulations.

3. I must thank you most deeply for the congratulations you have sent me.

4. It is most kind of you to write me such a cordial (friendly) letter of congratulation.

5. It is indeed so nice of you to send me such a warm letter of congratulation.

Extending greetings and wishes:

1. Please accept my greetings and warm wishes.

2. I would like to convey (extend) to you and your wife my best wishes.

3. I send you my best wishes and kind regards.

4. May I wish you success in . . . .

5. May I wish you good health and prosperity in . . .

6. I send you my best wishes for a quick recovery.

Replies to greetings and wishes may be expressed through the same phrases as in replies to congratulations by substituting the word *congratulation* for *wishes* or *greetings*.

Announcing death or illness:

1. We are deeply grieved to announce that ..

2. It is with deep grief that I announce about.. . .

3. On behalf of ... I inform you of the ...

4. It is my sad duty to inform you that. . .

5. It is in my bereavement that I write to you about my irreparable loss.

6. You will, I know, be very sorry to hear of the sudden...

7. I am writing to inform you that C— has taken ill.

Extending sympathy:

1. I am deeply grieved by the sad news of B—'s sudden death. Please accept my sincere condolences.

2. I am writing immediately to express (convey, extend) our sincere condolences in your bereavement.

3. I was grieved (sad) to receive your letter this morning and to learn of ...

4. I am directed to express (convey, extend) to you, on behalf of the Council, their deep sympathy with you in the loss of your...

5. I simply cannot find words enough in which to express to you my profound sympathy.

6. Please accept the expression of our deepest sympathy.

Expressing appreciation for sympathy:

1. I am grateful to you for your kind note of sympathy.

2. I deeply appreciate your kind and consoling words of sympathy in my bereavement.

3. I thank you very much for taking such an interest in my health.

4. I am glad to inform you that I am on my way to full recovery.

EXERCISES

I. Translate into Russian:

1. Thank you very much for your letter and good wishes. May I wish you also a happy New Year.

2. Please give my kind greetings to our mutual friends at your Institute.

3. I would kindly ask you to convey my deep sympathy to Dr. P— in his bereavement.

4. It gives me infinite pleasure to congratulate such a distinguished scientist as you on the occasion of your 70th birthday. May I wish you many happy returns of the day and good health.

5. Please accept my sincere gratitude for the warm words and cordial wishes that you convey in your address to me.

6. Allow me to congratulate you in connection with your new appointment as Chairman of the Commission for Spectroscopy and wish you every success and fruitful work in this office.

7. Shocked by the tragic (sudden) death of your husband, I ask you to accept at this sorrowful hour my sincere condolences and sympathy with you and your family.

8. If there is nothing serious the matter with me I feel I shall be back on my job in a week.

9. Hearty greetings to you and to your family from my wife and from myself!

10. Please remember me to your wife and thank her for her kind reception.

11. I would like to thank you for the New Year Card and take this opportunity of wishing you a very happy and prosperous New Year.

12. Thank you for your heartfelt greetings which came to me this morning.

II. Translate into English:

1. Пользуюсь случаем пожелать Вам хорошего здоровья и успешной работы на благо мира и прогресса всего человечества.

2. Желаю Вам и Вашей жене доброго здоровья и успехов в работе.

3. Я очень рад услышать, что проф. Сноу чувствует себя гораздо лучше. Я был очень огорчен, узнав о его болезни в марте прошлого года.

4. Шлю Вам свой сердечный привет и выражаю глубокую признательность за дружеский прием.

5. Прежде всего шлю Вам мои наилучшие пожелания и поздравления к Новому 1965 году.

6. Я Вам очень признателен за Ваше теплое письмо и поздравления по поводу избрания меня почетным академиком Вашей Академии наук.

7. Я был очень огорчен, узнав о Вашей болезни. Очень рад, что операция прошла успешно и что Ваше самочувствие хорошее.

8. Выражаю Вам и Вашей семье свое глубокое соболезнование в связи с постигшей Вас тяжелой утратой.

9. Пользуюсь случаем поздравить Вас с наступающим Новым годом и пожелать Вам здоровья и успехов в Вашей творческой работе.

10. Я очень сожалею, что болезнь помешала мне ответить своевременно на Ваше письмо от 14 октября с. г.

III. Choose the correct preposition if necessary:

1. It gives me great pleasure to congratulate (to) you (with, over, on) the successful fulfilment (of, in) your Research Programme.

2. Please convey my best regards (for, to) all my colleagues.

3. It is (in, with) deep grief that I learned (of, about, from) the death (by, of) your father (by, after) a prolonged illness.

4. I hope you are now (on, in, over) the way (for, to) full recovery.

5. May I wish (to, for) you (of) good health and prosperity (for, with) the New Year.

6. Your letter (with, of) sympathy brought (to) me considerable comfort (with in), my bereavement.

7. I am very much obliged (for, to) you (for, with, by) your sincere congratulations (over, on) the Anniversary (of, in) our Institute.

8. I am happy to extend (to, for) you my best congratulations (over, on) the occasion (with, of) your election (to, in) the Co-ordination Council.

9. I am very sorry I have to decline (from) your invitation as I have fallen ill (by, with) the'flu and must keep (in, to) my bed (in, for) a week (at, on) least.

10. Let me express my deep gratitude (to, in) you (with, for) the lovely gifts and heartfelt wishes.

IV. Fill in the blanks with the appropriate word or expression: ***to be awarded, on the occasion of, snapshot, consolation, to extend, grief, sympathy, riciprocate.***

1. May I send you a word of... in your bereavement.

2. At this hour of... I wish to extend to you my deep...

3. He ... the Mendeleyev Medal for his outstanding work in chemistry.

4. I am also sending you a few ... which will bring back pleasant recollections of our meetings during the Symposium in The Hague.

5. I am looking forward to seeing you soon and to expressing my sincere congratulation ... your new appointment.

6. I am happy of this opportunity ... the same New Year wishes to you and to your family.

V. Add introductory phrases according to this model:

...to accept your kind congratulations.— It is a great pleasure to accept your kind congratulations.

1. ... to congratulate you on your birthday.

2. ... to present to you my condolence.

3. ... you best wishes for the New Year.

4. ... that you have my sincere sympathy in your bereavement.

5. ... to wish you good health and success.

6. ... my best regards to my friends in Leningrad.

VI. Finish the lines using the patterns of this section:

E x a m p l e: Thank you very much ...— Thank you very much for the pleasant greetings.

1. I am grieved to learn ...
2. It gives me great pleasure ...
3. I wish to thank you ...
4. May I express ...
5. It is with joy that ...

VII. Build up sentences by arranging the words in proper order:

1. Much, kind, of, thank, condolence, your, you, for, so, words.
2. Express, sincere, you, to, birthday, may, on, we, your, our, good, wishes.
3. Husband, kindly, I, you, give, greetings, ask, to, my, your, best, to.
4. Letter, deeply, me, your, sympathetic, has, kind, touched.

VIII. Make up sentences using component parts of each column:

It is kind of you	my sincere gratitude	on hearing of your success
May I express to you	for your deep condolence	after you returned from Tokyo
I am very grateful	our great joy	my best wishes for the New Year
We wish to express	of your sudden illness	your congratulations
We were so sorry to hear	to convey to you	in my severe bereavement
I must just write this letter	to send me	for your sympathy

RUSSIAN-ENGLISH VOCABULARY

А

адрес address
адресант sender, addresser
адресат addressee

Б

благодарить thank
благодарность thanks; выражать свою благодарность express one's thanks
благодарный thankful
благодаря (*предл.*) thanks to, due to

В

ввиду owing to; ввиду того, что in view of the fact that
вежливость courtesy
вежливый courteous
вероятный presumable
верстка make-up
визит visit, call; нанести (сделать) визит кому-л. make (pay) smb. a visit (call); визит вежливости courtesy visit (call); ответный визит a return visit (call); отдавать кому-л. визит return smb.'s visit
влияние influence, effect; иметь влияние на have an influence (effect) on
внимание attention, consideration; обращать внимание на что-л. pay attention to smth.; обращать чье-л. внимание на что-л. call (direct, draw) smb.'s attention to smth.; привлекать чье-л. внимание arrest (attract) smb.'s attention; принимать во внимание take into consideration (account); уделять внимание кому-л. или чему-л. give attention (consideration) to smb. or smth.; оставлять без внимания set aside
возможность possibility, opportunity; воспользоваться возможностью take (make) use of the possibility (opportunity)
возможный possible, feasible; сделать возможным make possible; если бы вы нашли возможным if you saw your way
вопрос question, problem, issue; освещать вопрос elucidate (throw light on) a problem; обсуждать вопрос take up (raise) a problem for discussion, discuss a problem
время time; в настоящее время at the present time; в свое время in due time, in due course; во время нашей дискуссии in the course of our discussion; до сего времени hitherto, so far
встреча: деловая встреча appointment; организовать встречу arrange an appointment; откладывать встречу postpone an appointment; отменять встречу cancel an appointment
встречать meet, to come across
выздоравливать convalesce, recover
выздоровление convalescence, recovery
вышеупомянутый aforesaid
вычеркивать (букву, слово) delete; подлежащее вычеркиванию delenda
выяснять find out, ascertain

Г

главный principal, chief, main, major; главным образом mainly, in the main, principally, chiefly

гостеприимный hospitable
гостеприимство hospitality; оказывать радушное гостеприимство кому-л. afford (extend) a warm hospitality to smb.
гранка (galley-)proof

Д

далее further
дальнейший further
данные data
делиться share
доклад report, contribution; выступать с докладом make a report, present a paper; сборник докладов (конгресса, симпозиума и т. д.) proceedings (of the Congress, Symposium, etc.)
дополнение addition; в дополнение к нашему письму further to our letter
доставка delivery
доставлять deliver
достаточный sufficient, adequate
доступный available

Е

ежегодник year-book

Ж

желание wish, desire
желательно it is desirable
желательный desirable
желать wish, desire

З

заблаговременно in good time
заверение assurance
заверять assure
зависеть (от) depend (on, upon)
зависимость dependence
задерживать delay, cause a delay
задержка delay
заказывать (заранее) reserve (book) in advance (beforehand).
заключать conclude
заключение conclusion; делать заключение make a conclusion; придти к заключению come to (arrive at) a conclusion
занятость being busy
запрашивать inquire, send an inquiry
запрос inquiry; делать запрос make an inquiry
заранее in advance, beforehand
звездочка (типогр.) asterisk
здоровье health; хорошее (плохое) здоровье good (poor) health

И

извинение apology; прошу принять мои извинения please accept my apologies
извиняться за что-л. apologize for smth.
извещать кого-л. о чем-л. advise smb. of smth., notify smb. about smth.
извещение advice, notification
издавать publish
издание edition, publication; исправленное издание revised edition
изменение change, alteration, modification
изменять change, alterate, modify
изучать investigate, study
изучение investigation, study
иначе otherwise
исключать except, exclude
исключение, exception exclusion; за исключением (кроме) with the exception of
исключительный exceptional
использование use
использовать use, make use of
исправление amendment, correction
исправляться amend, correct
искренне Ваш sincerely yours, yours sincerely
исследование investigation, examination
исследовать investigate, study, examine

К

касаться concern; что касается as to, as for, with respect to, in respect of (to), as far as... is (are) concerned

клише cliché

колебание hesitation; без колебания without hesitation

конференция conference; принимать участие в конференции participate in a conference; проводить конференцию conduct a conference; созывать конференцию convene (convoke) a conference

корректор proof-reader

корректура correction, proof-reading; авторская корректура an author's correction; читать корректуру correct proof; proof-read

кроме того besides, furthermore

курс course; читать курс лекций на тему deliver a course of lectures on

Л

любезность courtesy, kindness; не откажите в любезности kindly, be so kind as (to do smth.); благодаря любезности кого-л. thanks to (through, by) the kindness (courtesy) of smb.

М

мнение opinion; выражать свое мнение express one's opinion; по мнению in the opinion of

Н

надеяться (предвкушать) look forward to; trust,hope; надеяться на кого-л. rely on smb.

назначать appoint; назначать время appoint (fix, arrange) the time; назначать встречу make an appointment

назначение appointment

наличие presence; быть (иметься) в наличии be available; имеющийся в наличии available

недостаточный insufficient, inadequate

независимый independent

независимо (от) independent (irrespective) of

независимость independence

немедленно immediately, forthwith, in no time

непосредственный direct, immediate

неудобный inconvenient

неудобство inconvenience; если это не затруднит Вас (не составит для Вас неудобства) if it won't inconvenience you

номер (газеты, журнала) issue

О

обзор survey, review

обложка cover; бумажная обложка paper-binding, (-cover); суперобложка jacket

обмен exchange; в обмен на in exchange for; налаживать обмен arrange for an exchange

обрабатывать (материал) treat, process

обработка (материала) treatment

обстоятельство circumstance; при данных обстоятельствах in (under) the circumstances

обычный usual, ordinary, customary

оговорка provision, stipulation, clause

одобрение approval

одобрять approve

ожидание anticipation; в ожидании вашего ответа in anticipation of your reply (answer), awaiting your reply

ожидать expect, await; ожидать с нетерпением чего-л. look forward to.

оказывать (помощь, услугу) render (help, a service, etc)

опечатка misprint, corrigendum; список опечаток errata
основа basis, foundation, ground; на основе on the basis (grounds); закладывать основу для lay the basis (foundation) for
основной main, basic, major; в основном mainly, in the main
основывать found, establish
особый particular, special
особенно particularly, in particular
особенность particularity
осуществлять realize, accomplish
ответ answer, reply; немедленный ответ prompt reply; в ответ на Ваше письмо in reply (answer) to your letter
отдельно separately
отдельный separate; в отдельном пакете (письме) under separate cover, in a separate envelope
отзыв review, opinion; давать отзыв review, give one s opinion on
отказываться decline, refuse
откладывать (о сроке) postpone, put off
отклонять (предложение, приглашение и т. д.) decline (a proposition, invitation, etc.)
отношение relation, concern; в отношении in relation to, in respect of, in (with) regard(s) to, as far as ...is (are) concerned; во всех отношениях in all respects
отправлять dispatch, forward, send
оттиск reprint
оценивать appreciate, value
оценка appreciation, evaluation
очередь queue, turn, line; по очереди in turn
ошибка error (в расчетах), mistake; по ошибке by mistake; допускать, совершать ошибку make an error (mistake)
ошибочный erroneous

П

первый first; во-первых (во-вторых и т. д.) firstly (secondly, etc.), in the first (second, etc.) instance
переговоры negotiations, talks; вести переговоры negotiate, carry on negotiations
переписка correspondence; возобновлять переписку renew a correspondence
печатать (в типографии) print; печататься go to press
печатный печатный лист signature, quire; печатный знак symbol
подписываться на (газету, журнал) subscribe to (a magazine, newspaper, journal, etc.), take out a subscription for (a magazine, newspaper, etc.)
подробно in detail
подробность detail, particularity
подробный detail
подтверждать acknowledge, confirm; подтверждать получение acknowledge (the) receipt of; настоящим подтверждается this is to acknowledge
подтверждение confirmation
подходить suit
подходящий suitable
позволять allow, avail oneself the opportunity of
полагать consider, presume; полагаться (на) rely (on, upon)
положение position, situation; ставить кого-л. в затруднительное положение cause smb. an inconvenience
получать receive, obtain; получать письмо receive a letter; получать данные (результаты) obtain data (results)
получение receipt; по получении on receipt of
помогать help
помощь help, assistance; оказывать помощь render (give)

help; предлагать кому-л. свою помощь offer smb. one's help; обращаться к кому-л. за помощью approach smb. for help; просить помощи ask for help; при помощи by means

поправка amendment; делать поправку make an amendment

почта post, mail; авиапочтой by air mail, par avion; обычной почтой by surface mail; отправлять почтой post, mail; почтовое отделение Post Office; почтовый ящик post-box; почтальон postman; главный почтамт General Post Office (GPO)

преданный Вам Yours truly, Truly yours

предвидеть anticipate, foresee

предел limit; в пределах within (the limits)

предусматривать provide for, make provisions for, envisage

предшествующий previous, preceding, foregoing, forerunning

прежде before, prior to

признательность gratitude, thankfulness

признательный grateful; thankful; быть признательным кому-л. за что-л. be grateful (thankful, obliged) to smb. for smth.

приглашать кого-л. invite smb., extend to smb. an invitation; иметь честь пригласить have the honour of inviting

приглашение invitation; принять приглашение accept an invitation; отказаться от приглашения decline an invitation

прилагать attach, enclose; прилагать к enclose herewith, herein

приложение enclosure, приложение к книге appendix

применение application

применять apply, employ

право (авторское) copyright; сохранять авторское право reserve the copyright

прием reception; устроить прием arrange a reception

принимать кого-л. receive smb.; принимать поздравление accept smb.'s congratulation

причина cause, reason

причинять cause

проверка verification, checking, check-up

проверять verify, check

проводить conduct, carry out

просить ask, request (более вежливая форма)

просмотр survey; на просмотр appro

просьба request; в соответствии с вашей просьбой, согласно вашей просьбе in accordance with your request, as requested by you; обращаться к кому-л. с просьбой approach smb. with a request; удовлетворять, исполнять чью-л. просьбу comply with smb.'s request, meet smb.'s request; по чьей-л. просьбе at smb.'s request

Р

разрешать permit, allow

разрешение permission

раньше before, earlier, prior to

расписка receipt

расписываться sign

распределение distribution

распределять distribute

рассматриваемый under consideration

рассматривать consider, give consideration to smth.; рассмотреть вопрос deal with a problem

рассмотрение consideration

рассчитывать calculate

расчет calculation

регламент time-limit; устанавливать регламент fix the time-limit

регулировать settle, adjust; (у)регулировать вопрос settle the matter
реферат abstract, essay, paper
реферировать review, read
рука hand; имеющийся (под рукой) on (at) hand
рукопись manuscript (MS)

С

сведения information; принять к сведению note, take notice of; доводить до сведения inform, notify
сверка revise
свидание (деловое) appointment
своевременно in due time, timely, duly, in due course
свойство property, feature
связь connection; международная связь international links (ties); в связи с in connection with; в связи с этим in this connection
связываться с кем-л. contact smb., get in touch with smb.
сила ability; по мере своих сил to the best of one's abilities
скоро soon; как можно скорее at your earliest convenience
скорый prompt, urgent, fast; скорый ответ prompt, urgent reply; в ожидании скорого ответа от вас awaiting your urgent reply
случай case, occasion, chance, opportunity; упустить удобный случай miss the opportunity; в случае in case of; воспользоваться случаем make use of the opportunity
снабжать supply, furnish, provide
снабжение supply
снижать reduce, lower
снижение reduction, lowering
сноска foot-note
соболезнование condolence; выражать кому-л. свое соболезнование express one's condolence for smh.; передавать чье-л. соболезнование present (convey, extend) one's condolence
соболезновать condole
совместный joint
совпадать coincide
совпадение coincidence
согласие consent
согласно according to, in accordance with, as per
соглашаться to agree; соглашаться с чьим-л. предложением agree with smh.'s proposal
соглашение agreement; достигать соглашения, приходить к соглашению come to (reach, arrive at) an agreement
сожаление regret; выражать свое сожаление по поводу express regret at; к сожалению unfortunately; к сожалению кого-л. to one's regret
сожалеть regret
созывать (конференцию, конгресс и т. п.) convene, convoke (a conference, congress, etc.)
соображать consider
соображение consideration, view; выражать свои соображения make one's observations, express one's views
сообщать (кому-л. что-л.) inform smh. of (about) smth., advise smh. of smth.; сообщать известия convey news; сообщать сведения communicate (convey, present, give) information
сообщение information, communication
соответственно accordingly, respectively
соответствие correspondence; в соответствии с in accordance with, in compliance with, in agreement with; в согласии с in keeping with
соответствовать correspond with (to), agree, be in argeement with
сочувствие sympathy; выражать кому-л. свое сочувствие express one's sympathy for smb.;

передавать чье-л. сочувствие present (convey, extend) one's sympathy

способность ability; по мере своих способностей to the best of one's abilities

справка information, reference; наводить справки о inquire (make inquiries) about; обращаться к кому-л. за справкой apply to smb. for information

справочник reference book, hand-book

ссылаться (на) refer (to), cite

ссылка reference, citation

статья article, contribution; написать статью (в журнал и т. д.) contribute to (a journal, etc.)

стеснение: без стеснения without hesitation

сторона side, part; со стороны кого-л. on the part of smb.; с вашей (нашей) стороны on your (our) part; с одной (другой) стороны on the one (other) hand; обе стороны пришли к соглашению both parties came to an agreement

схема circuit, scheme

считать deem, consider; если вы считаете необходимым if you deem (consider) it necessary

Т

течение course; в течение in the course of

тираж circulation

точность exactness, precision

точный exact, precise

требование demand, requirement; удовлетворять требование satisfy, meet the demand

требовать demand

У

уважающий Вас (с уважением к Вам) respectively yours, yours respectively

уверение assurance

уверять assure

удобный convenient; если это удобно для Вас if it is convenient for you

удобство convenience

удовольствие pleasure; иметь удовольствие have the pleasure of (*gerund*), be pleased (*infinitive*)

указание instruction (indication); давать кому-л. указания give instructions to smb. on smth.

указывать show, indicate, point out

улучшать improve

улучшение improvement; замечать улучшение experience, notice an improvement

условие condition, stipulation; обязательное условие indispensable condition; при данных условиях under existing conditions; при прочих равных условиях other things being equal

устанавливать establish; установить контакт (связь) с кем-л. establish contact with smb.

утверждать assert, confirm, approve

утверждение assertion, confirmation, approval

утрата (тяжкая) bereavement; понести тяжкую утрату suffer a severe (terrible) bereavement

учитывать consider, take into account (consideration), take account of; не учитывать fail to take into account (consideration)

Х

хлопоты trouble; благодарим Вас заранее за Ваши хлопоты we thank you beforehand for your trouble; просим извинения за причиненные вам хлопоты (в этом деле) we apologize for the trouble given you (in the matter)

Ц

циркуляр circulation

Ч

часть part
частично partially, in part
через through, via
честь honour; имею честь пригласить Вас I have the honour to invite you; имею честь сообщить Вам I wish to inform you

Ш

шаг step; предпринимать шаги take steps

Э

экземпляр copy; первый экземпляр first-printed copy; контрольный экземпляр copy on approval; сигнальный экземпляр advance copy; в двух экземплярах in duplicate, in two copies; в трех экземплярах in triplicate, in three copies

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65	2 св.	accommodation	accommodations
84	10 св.	inference.	inference, to verify.
97	1 сн.	misinrtepertation	misinterpretation
128	4 сн.	съездов	съезда
136	19 св.	send	like to send
144	14 св.	riciprocate	to reciprocate
148	21 св. (левая колонка)	proof	the proofs
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